**Employee form to confirm the retraction of a grievance**

This form is to be completed by an employee who has raised a grievance but now wishes to withdraw it. When completed, please submit this form to *[insert name, job title, address etc]*.

Please note that a decision to withdraw your grievance is completely yours but we would like you to consider this course of action carefully. Where a grievance is withdrawn, the Company may continue to carry out investigations on any issues that have been brought to light by the grievance. We may do this because the Company may consider there are matters which need to be addressed even though you may no longer wish to pursue a resolution for yourself. We may still require your assistance to do this.

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| Name of employee: Job title:  Department: Date of grievance: |
| Brief details of nature of grievance: |
| Please explain your reasons for withdrawal of grievance: |
| Declaration:  I confirm that I wish to withdraw my grievance as I no longer wish to pursue a personal resolution to the matter(s). I understand that if the Company decides to continue to investigate the matter(s) raised for its own interests, I may be required to assist in these investigations. |
| Employee signature: |
| Date: |