**Private and Confidential**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

**Re: Grievance procedure**

I am writing further to your letter of *[insert date]* in which you set out the dissatisfaction you have recently experienced with a slight *[delete as appropriate – concern/issue/matter]* at work.

I am of the opinion that your line manager is the most appropriate representative of the Company to deal with your *[delete as appropriate – concern/issue/matter]*. I am confident that *[delete as appropriate – he/she]* will be able to resolve this *[delete as appropriate – concern/issue/matter]* to a satisfactory conclusion for all parties. I have made this suggestion because it is Company policy to reserve its formal grievance procedure for matters that are not minor in nature.

I would like to remind you that we take all *[delete as appropriate – concerns/issues/matters]* seriously and would encourage you to seek a resolution in this manner I have set out above.

Please do not hesitate to contact me if you have any questions about the contents of this letter.

Yours sincerely,

*[Insert name]*

*[Insert job title]*