**Private and Confidential**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

**Re: Failure to attend grievance meeting**

Following receipt of your letter dated *[insert date]* where you outlined *[delete as appropriate – a grievance/grievances],* I replied on *[insert date]* and invited you to attend a grievance meeting on *[insert date]* to discuss this. I enclose a copy of this letter for your information.

You did not attend the scheduled meeting on *[insert date]* for the following *[delete as appropriate – reason/reasons]*: *[insert details for non-attendance]*.

The Company wishes to resolve this matter via the correct procedure. Once a grievance is raised, the Company does have a legal obligation to promptly investigate your concerns in order to resolve the matter.

I am sure you will agree that it is important to attend a grievance meeting to help bring this matter to a conclusion. As such, please contact me on *[insert number]* by *[insert date]* to arrange a grievance meeting at a time which you can attend.

I look forward to hearing from you. If you have any queries regarding the contents of this letter please contact me.

Yours sincerely,

*[Insert name]*

*[Insert job title]*