Notification of grievance form

Strictly confidential

Once received, the grievance will be addressed and dealt with under the Company’s grievance policy and procedure.

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| Name of employee:  Job title: |
| Name of manager to whom grievance is raised:  Job title: |
| This grievance form is copied to:  Job title: |

Stage of grievance *[insert stage ie informal, Stage 1, 2 or 3]*

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| **Details of grievance**  Please explain the nature of your grievance below, including as much detail as possible regarding dates, times, people involved etc |
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| Employee signature: |
| Date: |

Reference no: *[insert reference no.]*