**You will need to ensure you REMOVE any paragraphs, wording or highlighted sections that aren’t relevant. If you need help on how to use the template letter, please refer to the How to complete a Template Letter document on People First.**

[Letterhead Details]

***STRICTLY PRIVATE AND CONFIDENTIAL***

Addressee

Address 1

Address 2

Address 3

Address 4

Address 5

Ref**: [*Sender’s Initials]/ [Employee’s Initials]/ [Case Number]***

***[Date]***

Dear ***[Employee Title, Employee Name],***

**Re: Invite to Grievance Panel**

(\*Delete as Appropriate\*) \*I am writing further to the letter from **[name]** dated **[*date]*** acknowledging your grievance.

***OR***

\*I am writing further to my letter dated ***[date]*** where I requested additional information.

In line with the Grievance Policy, the Grievance Panel has been scheduled for **[*date]*** commencing at ***[time], [location].*** The panel will consist of myself and ***[name] [job title].***

***NB. (Please ensure you have agreed dates prior to the letter to ensure all parties are available to prevent delays occurring)***

In addition, ***[name] [job title] (the manager who made original decision),*** will be present with ***[name] [job title]*** as support.

You will have the opportunity to present your concerns and outline the resolution you are seeking, followed by questions from management and from the panel. In addition, management will have the opportunity to ask you questions about your concerns and present their reasons for their decision. The panel will then adjourn to make a decision based on the information presented.

In addition, I have written to ***[name] [job title]*** who will be attending as *\*****your/a management* witness**

You have the right to be accompanied or represented at this meeting by a trade union representative of a union you belong to or an NHSBT work colleague, not acting in a legal capacity. It is your responsibility to organise this. If you are bringing a representative, please call/email me prior to the meeting to confirm who your representative will be (contact details below).

If you have any questions regarding the content of this letter, please do not hesitate to contact me on **[phone number(s)]** or by e mail to **[e mail address].**

All details of this process under the Grievance Policy should remain confidential and discussed only between those parties directly involved in the process. Contents of correspondence and case details should not be disclosed to other parties with the exception of your trade union representative. This requirement for confidentiality applies verbally, electronically, to use of social media and sharing hard copy content.

Yours sincerely,

**[Name]**

**[Job Title]**

**[cc:] HR Consultant supporting case**

**[Encl.] Any documents referred to in letter and available prior to the panel e.g. MSOC/SSOC**