**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: Grievance form – additional information**

I am writing further to the letter from ***[name]***dated ***[date]***acknowledging the receipt of your grievance submission form.

(\*Delete as appropriate) \*As an independent manager, not associated with your case, I will be taking this matter forward.

***OR***

\*Following receipt of your form, I require some additional information before I can convene a panel for your grievance to be heard fully.

**[Insert questions - this must be specifically about the grievance e.g. Missing information such as names, job titles, location, process/policy not being applied etc] (Detailed questions will be asked at the panel)**

In the meantime, should you have any questions or queries, please do not hesitate to contact me on ***[number(s) and e mail contact details].***

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 the case**