**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 Submission**

(\*Delete as appropriate) \*Further to my letter dated\* *(if a letter was previously acknowledged and received).* **OR** \*I write to acknowledge receipt of your Grievance Form **[dated]** which was received on **[receipt date]**

An independent manager will be contacting you shortly to introduce themselves, and they may require further details of your grievance. This will be followed by details of the panel members, the date and attendees and what this process will look like.

You will have the right to be represented by a trade union representative of a union you belong to, or accompanied by an NHSBT work colleague, not acting in a legal capacity. Should you wish to seek representation, please advise them as soon as possible, so that this supports you in any preparation you may need to make, for any future meetings. It is your responsibility to make these arrangements

In the meantime, should you have any further questions or queries, please do not hesitate to contact me.

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)**