

Invitation to a Grievance Meeting

i Use this letter to invite an employee to a meeting to discuss a formal grievance they have raised. Under the ACAS Code, hold the meeting without unreasonable delay and give the right to be accompanied.

[Date]

PRIVATE & CONFIDENTIAL

[Employee full name]

[Address line 1]

[Postcode]

Dear [Employee first name],

Thank you for your grievance received on [date], in which you raised concerns about [brief, factual summary of the grievance]. I am writing to invite you to a meeting so that we can discuss your grievance fully and work towards a resolution.

Meeting details

Date	[Date]
Time	[Time]
Location	[Location / video call link]
Meeting held by	[Name, job title]
Also present	[Name, job title — e.g. note-taker / HR]

The purpose of the meeting is to understand your concerns, hear how you would like them resolved, and gather any information needed to look into the matter properly.

Your right to be accompanied

You have the right to be accompanied at the meeting by a work colleague or a trade union representative. Please let me know in advance the name of anyone who will accompany you.

It would help if you could bring any documents or details relevant to your grievance. Following the meeting, I will confirm the outcome in writing, together with your right to appeal.

If you are unable to attend at the time shown, please contact me as soon as possible so that we can arrange an alternative. If you have any questions in the meantime, please do get in touch.

Yours sincerely,



ACAS-ALIGNED TEMPLATE • GRIEVANCE

[Name]

[Job title]

[Company / Store name]

i *Take the grievance seriously, keep an open mind, and keep accurate, confidential notes of the meeting.*