

DRAFT LETTER: INVITE TO GRIEVANCE/DISPUTE

Date

**Private & Confidential
Addressee Only**

Name

Address

Dear (Employee Name)

Re: Stage 2 – Grievance/Dispute (delete as appropriate)

Further to your recent grievance/dispute (delete as appropriate) relating to (insert grievance details), I am writing to advise you that a meeting has been arranged to discuss your grievance/dispute (delete as appropriate) in accordance with the Trust's Grievance and Dispute Policy and Procedure.

I can confirm that the meeting will take place on (**DATE**) at (**TIME**) in (**VENUE**). You are required to make every effort to attend the meeting. The panel hearing the case will consist of (insert Manager name and job title) and (insert HR rep name and job title).

You have the right to be accompanied at the meeting by a trade union representative or a work place colleague (not acting in a legal capacity). If you wish to be accompanied please note that it is your responsibility to identify someone who is able to attend the hearing with you on the scheduled date.

I can confirm that a written outcome of this hearing will be sent to you shortly following the grievance meeting unless further investigation is required. In this case you will be notified of this and an extended timescale will be advised.

I appreciate this is a difficult time for you. Support is available from the Employee Assistance Service which is part of the Staff Health and Wellbeing Department, should you require any support or assistance. They can be contacted on (01752) 437222. There is also support available from the Department of Pastoral and Spiritual Care and they can be contacted on (01752) 792313.

If you have any special requirements that you consider should be met in order for you to be able to attend this hearing please let me know.

Please contact me on the above number to confirm your attendance.

Yours sincerely

Manager

