



D.I.Y. TEMPLATES

Notification of Grievance Hearing

Mr Joe Bloggs
c/o LID Enterprises
123 Main Street
Belfast
BT00 0ZZ

31st January 2017

Dear Mr Bloggs,

I acknowledge receipt of your letter of grievance dated 30th January 2017 and write to confirm the arrangements for the hearing of same.

You are requested to attend a Grievance Hearing on 2nd February 2017 at 10.00am in the meeting room where you will have the opportunity to provide full details of your grievance.

You may, if you wish, be accompanied at the above meeting by a colleague or an accredited trade union representative. However, it is your responsibility to make the necessary arrangements for their attendance on the above date and time and you should inform me of their identity in advance of the meeting.

If for good reason the above date, time or venue proves to be unsuitable, you are required to contact me immediately upon receipt of this letter so that a suitable alternative may be arranged.

Yours sincerely,

Jayne Doe
Manager

Should you have any queries regarding this template or if you would like assistance in dealing with any employee relations issues please do not hesitate to contact Neil or a member of the Personnel & Training Services team on 028 2564 4110 or by emailing enquiries@pts-ni.com .