

GRIEVANCE LETTER TO ACAS

To: _____

From: _____

Subject: Grievance Raised Under ACAS Code of Practice

I am writing to formally raise a grievance in accordance with the ACAS Code of Practice on Disciplinary and Grievance Procedures. I seek to resolve the matter informally or through the appropriate internal grievance procedure.

Employee Details:

Full Name: _____

Job Title: _____

Department: _____

Employee Number (if applicable): _____

Employer Details:

Company Name: _____

Contact Person: _____

Address: _____

Phone/Email: _____

Details of Grievance:

Please provide a full and clear description of the grievance, including dates, locations, individuals involved, and any relevant facts or evidence. Attach additional pages if necessary.

Previous Steps Taken:

Describe any previous attempts to resolve the grievance informally or through internal procedures, including dates and outcomes.

Desired Outcome:

State what you hope to achieve by raising this grievance, such as an apology, a change in procedure, compensation, or other remedy.

Supporting Documentation:

Please indicate any documents or evidence attached to support this grievance.

This grievance is submitted in accordance with the ACAS Code of Practice on Disciplinary and Grievance Procedures. Both parties are expected to comply with the principles of fairness, transparency, and timeliness in addressing this grievance. The employer must investigate the matter promptly and provide a reasonable opportunity for the employee to state their case. The employee may be accompanied by a colleague or trade union representative during any meetings. Both parties retain the right to appeal internal decisions and to seek independent advice or mediation if necessary.

Declaration

I declare that the information provided in this grievance letter is true and accurate to the best of my knowledge. I understand that providing false or misleading information may be subject to disciplinary action.

Employee Signature

Employer Representative Signature

Signature: _____

Signature: _____

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