Your address

Employer’s name

Employer’s address

Date

Dear (Name of the person you are writing to),

**Subject:** (Title of your letter/what is it about)

Please accept this letter as a formal grievance.

**See Template Letter Guidance for information on what to include in this section.**

(Describe what has happened; give the facts of the case, being specific and clear. Include relevant circumstances and make particular reference to the effect the unwanted conduct had on you.)

The Equality Act 2010 (the Act) says that I am protected against harassment at work related to my protected characteristic of (state which one i.e. disability, sexual orientation, race, transgender etc.).

Harassment is defined in the Act as unwanted conduct related to a relevant protected characteristic, and has the purpose or effect of;

* Violating my dignity, or
* Creating an intimidating, hostile, degrading, humiliating or offensive environment for me.

I have tried resolving this matter (insert here how you have tried to reach a resolution who you have spoken with, their job title and when) but I am not satisfied with the outcome. Consequently, I would like to formally raise my concerns through a grievance in accordance with the company’s grievance procedure. The reason for this is to investigate the concerns which I have raised, with a view to resolving these then as soon as possible.

I understand that a grievance meeting will be arranged in which we can discuss this matter and try to resolve these concerns. I also understand my right to be accompanied in this meeting by a colleague or trade union representative.

I look forward to receiving your response in writing within 14 days from the receipt of this letter or in line with the company’s grievance procedure.

Yours sincerely/faithfully, (delete as appropriate)

(Your name)