**STRICTLY PRIVATE AND CONFIDENTIAL**

[NAME] [SURNAME]

[EMPLOYEE ADDRESS]

[DATE]

Dear [NAME]

**Grievance investigation**

I write further to the concerns you have raised, which will be addressed as a formal grievance.

Given the nature of your complaint, we need to carry out an investigation before proceeding to a grievance meeting. The aim of the investigation is to gather the facts surrounding the matters that you have raised.

I will now be conducting further initial investigation into the points you have raised and then once this stage of the investigation is complete, you will be invited to attend a formal grievance meeting so that you have an opportunity to discuss your complaint in more detail and explain what action you feel should be taken to resolve the matter.

Please be assured that this matter will be kept confidential as far as possible and every witness will be instructed not to discuss this matter. However, as part of the investigation process, it will be necessary to inform witnesses that a grievance has been raised.

You will be given a copy of any evidence collated during the investigation in advance of the grievance meeting. However, in some cases, the evidence given by individuals may have to remain confidential. Where confidentiality is necessary, we will provide you with an appropriate summary of the evidence.

You are required to attend work as normal while the investigation takes place. In order to maintain fairness, please keep this matter confidential other than when discussing with your chosen representative, which would include a trade union member.

If you have any questions or concerns about the contents of this letter or the process to be followed, please do not hesitate to contact me.

Yours sincerely,

**[NAME]**

**On behalf of \*\*\*Employer name\*\*\***