Dear [name of employer],

I would like to make a formal complaint using your grievance procedure.

I have tried to resolve the issue informally. [Set out who you spoke to and when and give details of any meetings that were held to discuss the issue.]

Unfortunately we have not been able to resolve the issue and I would now like to raise a grievance. The reason for the grievance is [explain what the issue is about e.g. I feel that I have been treated unfairly for taking time off for pregnancy-related sickness or for my antenatal care or no action has been taken to deal with my health and safety concerns and I have been forced to take sick leave.] [Set out what you would like the employer to do e.g. speak to the person you are complaining about or provide suitable alternative work or introduce a maternity policy.]

Yours sincerely,

[your name]