**Name**

**Address**

**Date**

Dear \_\_\_\_\_\_\_\_\_\_\_\_

I am writing to request your attendance at a Grievance Investigation meeting. The purpose of this meeting is to discuss the fact around an issue that you have brought to the attention of the management.

The matter to be addressed at the meeting is as follows:

The meeting has been scheduled for:

 Location

 Date

 Time

The purpose of this meeting is to allow you the opportunity to outline your positon with regards to the complaint you have made.

You have the right, should you wish, to be accompanied and as per the company grievance policy you may be accompanied by **<<<<Please refer to internal Grievance policy to determine who can accompany the employee>>>>>>**

Please find enclosed a copy of the company grievance policy. Should you have any question in relation to this or any other matter, please do not hesitate to contact me on NUMBER/EMAIL

Yours Sincerely

***Name***

***Job Title***