

Our Ref: { MERGEFIELD MATTER\_FEE\_EARNER\_ID }/{ MERGEFIELD  
client\_no }/{ MERGEFIELD matter\_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ \\*  
MERGEFORMAT }

{ MERGEFIELD LINKNAME\_TITLE\_1 } { MERGEFIELD LINKNAME\_INITIALS\_1 } {  
MERGEFIELD LINKNAME\_SURNAME\_1 }  
{ MERGEFIELD CALCULATION\_ADDRESS }

Dear { MERGEFIELD LINKNAME\_TITLE\_1 } { MERGEFIELD LINKNAME\_SURNAME\_1 }

**Re: { MERGEFIELD MATTER MATTER\_DESCRIPTION }**

You have been invited by your employers to attend a grievance hearing on { MERGEFIELD  
FW\_EMP\_HRTGS\_FW\_GRVHRG\_DT \@ "d MMMM yyyy"} at { MERGEFIELD  
FW\_EMP\_HRTGS\_FW\_GRVHRG\_TM } at { MERGEFIELD  
FW\_EMP\_HRTGS\_FW\_GRVHRG\_LC }.

Your legal entitlement is to attend with a colleague of your choice or a trade union representative. If you wish to take any one other than this then we can ask your employer if they will agree to this. Employers are usually reluctant to agree to anyone else. It is not usual for you to take a legal advisor and your employer does not have to agree to this save in exceptional circumstances. Please contact me if you would like to discuss this further.

Your colleague or trade union representative will not be able to answer questions for you that is not their role. They can make representations so be sure that you have discussed your remit with them. If you have a colleague that is nervous about attending, they can simply write notes of the meeting for you. Remember to take this from them at the end of the meeting, for your records. If your employer has a note taker then ask them to let you have a copy of the notes and if they refuse ask that they send you a copy. Do not sign your agreement to any notes taken at the meeting without having sufficient time to review them.

It is unlikely that your employer will agree to a recording device, but we can ask them to let you record the meeting if you wish.

At the grievance hearing, it is important that you answer any questions that you are able to. If you cannot answer or feel reluctant to answer question, suggest that you write down the questions and that you will respond in writing.

You grievance letter should be a good basis for you to outline your grievance. If you are nervous we can help you by putting together a statement that you can hand or read out or prepare some bullet points of the main points you want them to consider.

If you feel you need to take some advice during the hearing, you should ask for a break and telephone us.

We have discussed that if you are made an offer, do not feel pressured to accept there and then but instead ask for some time to consider or ask that they put it in writing for you.

Please contact me once you have had the meeting to discuss how the meeting went. If you have any queries please do not hesitate to contact me.

Yours sincerely

**{ MERGEFIELD CALCULATION\_FEE\_EARNER\_DESCRIPTION }**  
**{ MERGEFIELD PRACTICEINFO\_PRACTICE\_NAME\\*UPPER }**