9/11/2021

**PRIVATE AND CONFIDENTIAL**

<Name of Manager/Employer>  
<Role>  
<Name of Business>  
<Street Address>  
<Town/City>

Dear <Name of Manager>,

**PERSONAL GRIEVANCE**

1. I am writing to you to raise a personal grievance on the grounds of **<Reason for Raising PG>**.
2. The facts giving rise to the grievance include:  
   1. I was employed by <Name of Business> (the company) on <20 May 2018> as <Name of your role>.
   2. Further list all other events and communications relating to your issue/complaint.
3. To resolve this grievance, I seek the following remedies:
   1. A written apology.
   2. A record of service.
   3. Compensation for loss of wages, hurt and humiliation and mental anguish.
4. Please advise within five working days, if you are willing to provide the requested remedies. If not, please confirm your willingness to attend mediation. I look forward to your prompt response.

Yours sincerely,

<Your name>