**Private and confidential**

[Employee name]

[Address]

[Date]

Dear [Name]

## Invitation to Stage One Grievance Meeting

I am writing to further to my letter dated [date], acknowledging receipt of your formal grievance letter. In accordance with section 5 of the [University’s grievance procedure](https://www.york.ac.uk/admin/hr/policies/hr-procedures/grievance/procedure), I am now writing to invite you to attend a Stage one meeting to discuss the issues that you have raised. The meeting has been arranged for [date] at [time] in [venue].

I will chair the meeting, [name of HR representative] will be present as the HR representative to advise on any HR procedure and [notetaker] will be present to take notes of the hearing.\*if appropriate

The purpose of the meeting is to understand more fully the nature of the grievance.

You will have the full opportunity to state your case detailing your issues. I would also be grateful if you could please let me have in advance of our meeting any documents you wish to be considered. Please note this does not prevent you from bringing any further documentation to the meeting.

You have the right, if you wish, to be accompanied at the meeting by a work colleague or trade union representative not acting in a legal capacity. I would be grateful if you could confirm your attendance at this meeting and let me know whom, if anyone, you will be bringing as your representative, and if you need any special requirements for the day, by [date].

It may be the case that I need to carry out further investigation surrounding your grievance after I have ascertained more details from you at the meeting. However, I aim to complete the process as soon as is practically possible.

I will write to you with my decision as soon as I am satisfied that I have investigated fully. I will keep you informed of any major delays in the process.

I understand this may be an unsettling time and therefore if you wish clarification on any of the details in this letter or anything else around this subject, please do not hesitate to contact me to discuss. I would also like to remind you of the Employee Assistance Scheme provided by Health Assured (0800 030 5182) which is a free, confidential helpline available to provide 24 hour support to all staff.

Yours sincerely

**[Name Line Manager]**

**[Job Title]**

# Cc: HR; File