Notification of Grievance

To be completed following a failure to agree at Stage One.

|  |  |
| --- | --- |
| Employee name(s): |  |
| Post(s): |  |
| Department: |  |
| Base(s): |  |
| Representative(s): |  |
| To (manager): |  |
| I/we have discussed my/our grievance with my/our immediate supervisor/line manager named below on date: | |
| Name: |  |
| Date: |  |
| And I/we remain aggrieved. In accordance with the Grievance Procedure, I/we now have to inform you of the following matter and wish to proceed to Stage 2 of the Procedure.  (Please give as much information as you can, as this will enable your grievance to be settled as quickly as possible. It would be helpful at this stage to state your preferred resolution). | |
|  | |
| Signed: |  |
| Dated: |  |
| When completed this form should be sent to the Manager or appropriate level of management. | |
| Date received by Manager: |  |