

Template individual grievance letter

09 Apr 2020

Date:

Address:

Dear **[name of your employer / HR manager/ line manager]**,

I am writing to raise a formal grievance.

My grievance is in regard to, the lack of PPE available for me to discharge my duties at work safely. I understand my employer is required to undertake a risk assessment under the **Health and Safety at Work Act etc. 1974; Control of Substances Hazardous to Health Regulation 2002; Personal Protective Equipment Regulations 1992.**

I am not confident that my exposure to risk in contracting Covid-19 is being minimised in my workplace and therefore I feel I have no alternative but to raise a grievance to ask this matter is resolved swiftly so that I can continue discharging my duties with confidence that my health & safety is being protected at work.

I would be grateful if you could let me know when I can meet to talk about my grievance.

Due to the social distancing measures in place my union rep will be representing me virtually and can arrange the necessary logistics for my hearing. My union reps details are: **[name]**.

I await your response.

Yours sincerely,

[Your name]

