**Appendix B**

**Notification of a Formal Grievance**

To be completed by the employee and passed to the appropriate manager as detailed in the Policy

**Stage Two – Formal Resolution**

Name of Employee(s) and Department: Representative(s):

Details of the grievance

Details of informal exploration of grievance undertaken

Signature Date

Form completed by Employee

Trade Union/Professional Organisational representative

**Stage Three – Appeal**

To be completed by employee if still aggrieved and handed to appeal manager nominated in Stage 2 – Formal Resolution – outcome letter