YOUR ADDRESS

DATE

ADDRESS AND NAME OF YOUR

LOCAL BASE AND CPM

Dear {CPM NAME},

Request for Grievance Hearing

In line with EasyJet’s Grievance procedure, I write to request a formal meeting concerning {ENTER BRIEF DETAILS OF YOUR GRIEVANCE HERE AND DESIRED OUTCOME. THIS DOES NOT HAVE TO GO INTO THE ENTIRE ISSUE - AND YOU SHOULD IDEALLY KEEP THE LETTER NO MORE THAN ONE PAGE LONG}.

I must make you aware that I also intend to exercise my right of accompaniment by a trade union representative who will be {INSERT UNION REP NAME}. I look forward to hearing from you soon.

Yours sincerely

Your Name