

**Grievance Register Form**

**Name:** .....

**Job Title:** .....

**Directorate:** .....

**Date:** .....

Having discussed my grievance with the appropriate persons, as indicated in Grievance Policy, I remain aggrieved and now wish to register a formal grievance – the details of which are outlined below (*please include as much information as possible and include extra sheets if necessary*).

Details of grievance:

What action has been taken so far, who has considered it and what was the result?

My preferred outcome for resolving this grievance would be:

Please forward this form to your manager

**Signed:** .....( Employee) **Date:** .....