



COMPLAINT/GRIEVANCE NOTIFICATION

Section One: Personal details

Employee name: _____ Department/Section: _____
Position: _____ Manager: _____
Interviewed by: _____ Type of complaint: _____
Date: _____

Section Two: Details of complaint/grievance

Describe the nature of your complaint and against whom the complaint is made:

Describe the specific incidents that caused concern/distress. Please describe exactly what occurred and when:

Were there any witnesses to the incident/s you have described? If so, who are they (name and position)?



COMPLAINT/GRIEVANCE NOTIFICATION

Please read the above carefully. Does it describe your complaint fully? If not, please add further details below:

What resolution are you seeking as a result of this complaint/grievance?

Section Three: Declaration

I request that the above statement be submitted as a formal complaint/grievance.

Signed: _____

Date: _____