

Grievance Hearing Invitation

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are writing to formally invite you to a grievance hearing regarding your recent complaint submitted on [insert date of complaint]. The details of the hearing are as follows:

- **Date:** [Insert Hearing Date]
- **Time:** [Insert Hearing Time]
- **Location:** [Insert Location]

During this hearing, you will have the opportunity to present your case and provide any supporting evidence. You may also bring a representative or a colleague to assist you.

Please confirm your attendance by [insert confirmation deadline]. If you have any questions or require further assistance, feel free to contact [insert contact information].

Thank you for your attention to this matter, and we look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]