# 

# APPENDIX 9 Letter 3 – Model Stage 1 Acknowledgement and Investigation Letter

[Name]

[Address]

[Date]

Dear [Name]

**Re: Grievance Procedure – Stage 1 Acknowledgement – Formal Process (Investigation if required)**

I refer to the completed Stage 1 Formal Grievance Form that you submitted dated [date] stating that you wish your grievance to proceed to Stage 1 under the School’s Grievance Procedure.

I have appointed [Name, Designation] as Investigating Officer for this case. As part of this investigation, you will have the opportunity to put your account of events directly to the Investigating Officer and you will be contacted shortly to arrange a meeting. You have the right to be accompanied at any meetings by atrade union representative or work colleague.

The investigation should be completed by [date] *(good practice within 28 days)*. If it is found that the facts warrant a hearing, you will receive written notification of this. Alternatively you will receive written notification if it is necessary to extend the investigation beyond [date]or if it is found there is no case to answer.

Throughout the course of the grievance procedure, it is expected that all parties will maintain strict confidentiality and only discuss the case with those directly involved or their work colleague or trade union representative.

I would like to reassure you that this matter is being taken seriously and will be dealt with in a fair and timely manner. Should you have any concerns or queries, please contact the Investigating Officer.

Yours sincerely

**Hearing Officer/Head of Service/Headteacher/Chair of Governors**

**Copy to:** HR

Chair of Governors

Investigating Officer

Trade Union/Professional Association Representative