Ashford Business Services Ltd

Employee Grievance Form

For raising a formal workplace complaint

Submit this form to HR / your line manager / the designated contact. It will be handled confidentially under our grievance procedure.

About you

Name	James Patel
Department / team	Operations
Job title	Office Manager
Date of submission	9 November 2026

Your grievance

What happened? Describe the events clearly, with dates, times and places.

Describe what happened as agreed at the meeting.

Who was involved or witnessed it?

Sarah Mitchell

Have you tried to resolve this informally? If so, what happened?

I spoke to my line manager on 3 November 2026, but the rota was not changed.

What outcome are you seeking?

Describe what you would like to happen as agreed at the meeting.

How you want to be contacted

Preferred contact	01632 960 123
Contact details	James Patel, 01632 960 123, james.patel@ashford-business-services.co.uk.
Support person	Sarah Mitchell

Confidentiality: this form and any investigation are treated as confidential. Only those who need to know will be involved.

Ashford Business Services Ltd

Sign-off

Name	Signature	Date