Formal grievance

From	**Priya Raman**, Customer Accounts Officer
To	Head of People
Date	3 November 2026

Dear Head of People,

I am writing to raise a formal grievance about the written warning my line manager, Mark Ellison, issued to me on 28 October 2026 for missing the October accounts deadline.

I was on approved sick leave from 19 to 30 October 2026, after spinal surgery. The leave was approved on 17 October, and I sent my fit note the same day. The deadline fell on 24 October, while I was off.

I would like the warning withdrawn and removed from my file, and a meeting to discuss how work is covered when someone in my team is on sick leave. I would like a colleague to come with me to the grievance meeting.

Attached: fit note from Dr Helen Marsh, Ashcombe Road Surgery, dated 17 October 2026. You can reach me on 07700 900457 or at priya.raman@example.com.

Yours sincerely,
Priya Raman

Case record

Warning issued	28 October 2026
Sick leave	19 to 30 October 2026, approved 17 October
Grievance received	3 November 2026
Meeting	To be held within 5 working days