

Example letter 1a - Dispute resolution notification

Personal

Date

[Name and location of employee]

Dear

I am writing to let you know that a complaint has been raised against you/your decision.

The main reasons for the complaint are *[insert detailed reasons]*

I will consider the complaint carefully and decide how it should be dealt with. I will contact you with further information in due course. However, if an investigator is appointed to establish further details of the complaint, the Investigator will write to you and invite you to a meeting to discuss the complaint raised.

If you require any support, there are a range of services available to you, including the Employee Assistance Programme. The EAP can be contacted 24/7 on [REDACTED]
[REDACTED] You can find more information on the Cabinet Office [intranet](#).

Yours sincerely

Decision Maker