

(Employment – Turned Down for Promotion or Training) **PLEASE DELETE**

Your address

Enter Employer's Name

Enter Address

Date

Dear Enter name of person you are writing to,

Subject: (say what your letter is about)

I would like you to accept this letter as a formal complaint of discrimination on the grounds of disability at (employer).

The Equality Act 2010 states that it is unlawful for an employer to discriminate in not promoting an employee, or excluding an employee from training or other provision, due to their disability, or a health condition that meets the definition of disability.

- (Describe in detail what has happened. Give the facts of the case, being specific and clear.)
- I believe that your treatment of me amounts to discrimination on the basis of my disability.

I have tried to resolve the matter informally (explain what steps you have taken to resolve the issue, who you spoke to and what date you spoke to them) but I have not received a satisfactory outcome. I am therefore raising my concerns formally via (employer's) grievance procedure. In line with this procedure, I expect a response from you within (internal procedure stated timeframe).

Yours sincerely

(Your name)