Victimisation – Work **PLEASE DELETE**

Your address

Employers Name

Employers Address

Date

Dear (Name of the person you are writing to),

**Subject:** (Title of the letter/what is it about)

Please accept this letter as a formal complaint of victimisation.

* (Describe what has happened; give the facts of the case, being specific and clear.
* State what the detriment is that you have faced e.g. disciplinary, dismissal etc. and how this is *because of* a ‘protected act’.)

The Equality Act 2010 (the Act) states that I am protected against unlawful victimisation at work.

In the Act, a person victimises another if they subject them to a detriment because of a ‘protected act’. Each of the following is a protected act:

* Bringing proceedings under the Equality Act 2010;
* Giving evidence or information in relation to these proceedings;
* Doing something for the purposes of or in connection with this Act;
* Making an allegation that this Act has been contravened.

The above also applies if it is believed that a person has done, or may do, a protected act in the future which is carried out in good faith.

I have tried resolving this matter by (insert here how you have tried to reach a resolution, who you have spoken with, their job title and when) but I am not satisfied with the 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).

I look forward to receiving your response in writing.

Yours sincerely

(Your name)