(Previous 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 in 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 tried to resolve the matter informally (explain what steps you took to resolve the issue, who you spoke to and what date you spoke to them) but I did not receive a satisfactory outcome.

I am happy to engage with you to explore ways to resolve this issue, including ACAS early conciliation. However I invite you to bear in mind there are time constraints in relation to employment cases. If I do not hear from you within three weeks then I may instruct solicitors to assist me to make a claim for disability discrimination.

Yours sincerely

(Your name)