Dear :

Please find attached a grievance on behalf of _____ _____ for your consideration at Step 1 of the grievance procedure.

It is our hope that, upon review of the matter, you will find in favour of the grievor; however, failing a positive response, all further information is to be directed to _____ at the NSGEU Office, 100 Eileen Stubbs Avenue.

I can be reached at _____ to discuss this matter further.

I thank you in advance for your attention to this matter.

Yours truly,

(Steward)

c.c. _____ Grievor
_____ Steward
_____ Chief Steward
_____ Employee Relations Officer

Form G1