Via email to; Helen.Hancock@theAA.com

Your name

Your address

Contact number

Email address

Date

**Grievance request for average holiday pay**

Dear Ms Hancock

I wish to raise a grievance against the AA for non-payment of my average holiday pay. I have been employed since (ENTER DATE) in the role of (ENTER JOB ROLE). During years 2017/2018, I estimate that I should have been paid in the region of (ENTER AMOUNT) and, as such, this leaves me significantly out of pocket. I would like to be invited to a hearing and will be represented by my GMB representative.

Yours sincerely

(ENTER NAME)