

UNISON

Scottish Nurses, Midwives and Health Visitors Grading Pack

1 Model letter to managers

DATE (Very Important)

Your address for reply

Line Manager (Name)

Title

Address

Dear Sir/Madam

: CLAIM FOR REGRADING FROM GRADE TO GRADE....

*I am presently working as (present post title) on Grade ... within
(department) of (hospital or community and Trust).*

*It is my contention that the grade allocated to my post does not reflect my present responsibilities. I
therefore submit this letter to initiate the formal process for an upgrading in pursuance of grade*

Yours sincerely

Name

Title

UNISON Nurses
*Delivering quality care, dignity
and accountability*