Template 2 - Requesting feedback

You can use this template to help you write a letter to your employer asking for feedback on whistleblowing concerns that you have raised.

Your whistleblowing policy may say that you can raise a range of concerns to your employer. We encourage you to raise public interest wrongdoing but remember - not all concerns are whistleblowing concerns. The legal rights for whistleblowers only apply if your concern qualifies for protection. Find out more about this [here](https://protect-advice.org.uk/advice-line-2/faqprotecteddisclosure/)**.**

You must also disclose your concern to your employer in the right way. Find out more about how to do this [here](https://protect-advice.org.uk/how-do-i-make-a-disclosure-to-my-employer/)**.**

We are always happy to help so if you are unsure about whether or how to raise concerns please [speak to us](https://protect-advice.org.uk/contact-protect-advice-line/)**.**

This is only a guide. Please edit or adapt it to suit you.

Dear... [insert name of person to whom you raised whistleblowing concerns],

I raised a whistleblowing concern to you on [insert date] via [email/phone/in person]. The concern was [explain nature of the concern. If it was not in writing then provide as much detail here as possible]. Unfortunately, I have not heard back from you since raising my concerns.

I am writing to request feedback about what action you have taken. I would like to know whether an investigation has taken place and, if so, its outcome.

***If the concern is ongoing, consider including the following:***

I want to make you aware that the concern I raised is continuing to occur [and/or] has increased in frequency [and/or] severity. [Give details of how and when this has happened].

As such, I would be grateful if you can provide some feedback within two weeks of receiving this letter as to the actions that you will take.

If you require any further information from me, please let me know.

Best wishes,

[Your name]