
Employee Grievance Letter

[Your Name]

[Your Job Title/Position]

[Your Department]

[Your Contact Information]

[Date]

[Recipient's Name]

[Recipient's Job Title/Position]

[Recipient's Department/Company Name]

[Company Address]

Subject: Grievance Concerning [Describe the Workplace Issue]

Dear [Recipient's Name],

Introduction:

I am writing to formally raise a grievance regarding [brief description of the issue] that has arisen within my role as [your position]. The matter has been affecting my work and overall well-being at [Company Name].

Details of the Grievance:

- Describe the nature of the issue, including dates, times, and specific incidents.
- Mention the parties involved and any related conversations or actions.

Impact of the Grievance:

- Explain how the issue has affected your performance, work environment, or personal well-being.

Attempts to Resolve the Issue:

- Include any steps you have taken to address the problem or discuss it with the relevant parties.

Desired Resolution:

- State your expectations for resolving the grievance, such as corrective measures or policy revisions.

Conclusion:

I hope this grievance can be addressed promptly to improve the work environment for everyone involved.

Sincerely,

[Your Signature]

[Your Name]