## horizontal line**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]