

Grievance Redressal Letter

Date: [Insert Date]

To,
[Manager's Name]
[Company Name]
[Company Address]

Dear [Manager's Name],

I am writing to formally raise a grievance regarding [briefly describe the nature of the complaint, e.g., workplace harassment, unfair treatment, etc.]. The incident occurred on [insert date] and involved [insert names of individuals involved, if applicable].

Details of the grievance are as follows:

- **Date of Incident:** [Insert Date]
- **Location:** [Insert Location]
- **Details of the complaint:** [Provide a detailed description of the issue, including any relevant context.]
- **Witnesses:** [List any witnesses, if relevant.]

In light of this situation, I kindly request that [state what action you are seeking, e.g., an investigation, a meeting, mediation, etc.]. I believe that addressing this matter promptly is essential for a healthy work environment.

I look forward to your prompt response regarding this matter.

Thank you for your attention to this issue.

Sincerely,
[Your Name]
[Your Position]
[Your Department]
[Your Contact Information]