

Grievance Redressal Letter

To: [Name of the Safety Officer/Manager]

Company Name: [Company Name]

Date: [Date]

Dear [Safety Officer/Manager's Name],

I am writing to formally raise a grievance regarding safety violations observed at [specific location or department] on [specific dates]. The following issues were noted:

- [Description of safety violation #1]
- [Description of safety violation #2]
- [Description of safety violation #3]

These safety violations pose a significant risk to the health and safety of employees, including myself. I believe that addressing these concerns is critical to maintaining a safe working environment.

I request that an investigation into these matters be conducted and that appropriate corrective actions are taken. I am looking forward to your timely response regarding the steps that will be taken to resolve this grievance.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]

[Your Contact Information]