

Grievance Redressal Letter

Date: [Insert Date]

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

Subject: Grievance Redressal for Workplace Harassment

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally address a matter of great personal concern regarding workplace harassment that I have been experiencing at [Company's Name].

In recent weeks, I have encountered several incidents that I believe constitute harassment, including [briefly describe the incidents, e.g., inappropriate comments, uninvited physical contact, etc.]. These occurrences have made it increasingly difficult for me to perform my duties effectively and have created a hostile work environment.

I kindly request that you take appropriate measures to investigate this issue and provide me with guidance on the steps that will be taken to address my grievance. I am hopeful for a resolution that ensures a safe and respectful workplace for all employees.

Thank you for your attention to this serious matter. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Job Title]
[Your Department]
[Your Contact Information]