

# Grievance Redressal Letter Template

Date: [Insert Date]

To,

HR Department  
[Company Name]  
[Company Address]

Subject: Grievance Redressal

Dear [HR Manager's Name],

I am writing to formally submit my grievance regarding [brief description of the issue]. This issue has been affecting my work environment since [mention duration], and I believe it is important to address it promptly.

Details of the grievance:

- **Nature of the grievance:** [Explain the problem in detail]
- **Date of occurrence:** [Insert date]
- **Individuals involved:** [List names, if applicable]

I have [mention any steps taken so far, such as discussions with a supervisor or team lead]. However, the issue remains unresolved, and I am seeking your formal assistance in this matter.

I would appreciate your prompt attention to this grievance and a timely investigation into the matter. I believe that [mention any suggested resolution or outcome you seek].

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

Sincerely,

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