

Escalation of Unresolved Workplace Grievance

Date: [Insert Date]

To: [Manager's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally escalate a grievance that remains unresolved despite our previous discussions. The issue pertains to [briefly describe the nature of the grievance, e.g., workplace environment, discrimination, harassment, etc.].

On [date of initial complaint], I raised my concerns regarding [specifics of the issue] and held a meeting with you on [date of meeting] to discuss possible solutions. Unfortunately, there has been no follow-up or resolution to date, which has left me feeling [express feelings, e.g., frustrated, concerned].

I believe it is essential to address this matter promptly to maintain a positive and productive workplace. I would appreciate your assistance in resolving this issue as soon as possible. I am open to discussing this further and exploring potential solutions.

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

Sincerely,

[Your Name]
[Your Job Title]
[Your Contact Information]
[Employee ID if applicable]