

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Formal Grievance Submission**

Dear [Recipient Name],

I am writing to formally submit a grievance regarding [briefly state the issue, e.g., harassment, discrimination, etc.] that I have experienced in the workplace.

On [date], [provide a detailed description of the issue, including specific incidents, dates, and any witnesses if applicable]. Despite my attempts to resolve this matter informally by [mention any previous discussions or actions taken], I feel that the issue remains unresolved.

As per [Company's grievance policy or relevant regulations], I request that this matter be investigated and addressed promptly. I believe that it is important to ensure a safe and respectful workplace for all employees.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]