

# Grievance Notice

**Date:** [Insert Date]

**To:** [Recipient's Name]

**Position:** [Recipient's Position]

**Company:** [Company Name]

**Address:** [Company Address]

Dear [Recipient's Name],

I am writing to formally raise a grievance regarding unprofessional behavior that I have experienced within [Company/Department Name]. The incidents occurred on [specific dates or time frame], where I found the conduct of [individuals involved] to be inappropriate and detrimental to my work environment.

The specific behaviors that I consider unprofessional include:

- [Describe the first incident]
- [Describe the second incident]
- [Add more incidents if necessary]

Such behavior has impacted my ability to work effectively and created a hostile work environment. I believe it is crucial for the integrity of our workplace to address these issues promptly.

I would appreciate a meeting to discuss this matter further and explore potential resolutions. I trust that appropriate action will be taken to resolve this grievance in a fair and timely manner.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]