

Grievance Letter

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Formal Grievance Regarding Team Conflict

Dear [Manager's Name],

I am writing to formally express my concerns regarding an ongoing conflict within our team that has been affecting our work environment and productivity. The issues I would like to address include:

1. **Issue 1:** [Describe the specific conflict and its impact on the team/company]
2. **Issue 2:** [Describe another aspect of the conflict, if applicable]
3. **Issue 3:** [Continue describing any further concerns]

Despite my efforts to resolve these matters through informal discussions with my colleagues, the situation remains unresolved. I believe that addressing this issue is crucial for maintaining a healthy, collaborative team dynamic.

I kindly request a meeting to discuss this grievance in detail and explore possible solutions. I am hopeful that with your support, we can work towards a resolution that benefits our team and enhances our working environment.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]