

Grievance Submission Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Grievance Submission for Workplace Harassment

Dear [Manager's Name],

I am writing to formally submit a grievance regarding an issue of workplace harassment that I have been experiencing. This matter has affected my ability to perform my job and has created an uncomfortable work environment for me.

The incidents occurred on [specific dates] involving [describe the individual(s) involved]. I have faced [describe the type of harassment, e.g., verbal comments, unwelcome advances, etc.], which I believe is unacceptable and violates company policies.

I have kept records of the incidents, including [mention any evidence you have, such as emails, messages, or witnesses]. I believe it is important for this matter to be addressed promptly to ensure a safe and respectful workplace for all employees.

I am requesting an investigation into this matter and appropriate action to be taken in accordance with the company's policies on harassment. I trust that the company will take my concerns seriously and maintain confidentiality throughout the investigation process.

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

Sincerely,

[Your Name]