

Grievance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Grievance Regarding Unprofessional Behavior

Dear [Recipient's Name],

I am writing to formally address a grievance regarding the unprofessional behavior exhibited by [Staff Member's Name], [Position] at [Company/Organization Name]. On [Date of Incident], I experienced [describe the incident briefly], which I found to be highly unprofessional and distressing.

This behavior is not only disappointing but also reflects poorly on the standards of [Company/Organization Name]. I believe it is essential for staff members to uphold professionalism to foster a positive environment for both customers and colleagues.

I would appreciate your prompt attention to this matter and look forward to hearing how it will be addressed. Thank you for your consideration.

Sincerely,

[Your Name]