

Grievance Submission Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Office Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit a grievance regarding an incident that occurred on [insert date of the incident] involving [staff member's name or position]. I believe this incident reflects inappropriate behavior that needs to be addressed.

On [specific date], [briefly describe the incident, including what happened, where it took place, and any witnesses present]. This behavior was not only unprofessional but also made me feel [describe how it made you feel, e.g., uncomfortable, unsafe, etc.].

I urge you to investigate this matter thoroughly and take appropriate actions to ensure this type of behavior does not continue. I am looking forward to your response and any steps that will be taken regarding this issue.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]