

Equal Employment Opportunity Grievance

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally lodge a grievance regarding an incident of discrimination that I believe has occurred in the workplace. This letter serves as my official complaint under the Equal Employment Opportunity (EEO) policy.

On [date of incident], I experienced [briefly describe the discriminatory incident or action, including relevant details such as location, individuals involved, and any witnesses]. I believe this action has negatively affected my [employment status, job performance, work environment, etc.].

As a team member, I am committed to fostering a respectful and inclusive workplace and believe that my complaint warrants a thorough investigation. I kindly request that you take the necessary steps to address this issue in accordance with the company's grievance policies.

Thank you for your attention to this matter. I look forward to your prompt response and a resolution to this grievance.

Sincerely,

[Your Name]