

Concern Escalation Letter

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Escalation of Employee Relations Concern

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally escalate a concern regarding an employee relations issue that has been affecting our team. The situation initially surfaced on [insert date], and despite my previous attempts to address it, I believe it requires your attention for resolution.

The specific issue involves [provide a brief description of the concern, including names and dates if applicable]. I have attempted to resolve this matter through [mention any previous actions taken, such as discussions or mediation], but unfortunately, we have not seen any improvements.

It is important for the well-being of our team and the productivity of our work environment that this issue is addressed promptly. I believe that your intervention will be instrumental in finding a resolution.

Please let me know a convenient time for us to discuss this matter further. Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]