

# Grievance Procedure Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Department]

[Company Name]

[Company Address]

[City, State, Zip Code]

To Whom It May Concern,

I am writing to formally raise a grievance regarding [specific issue or incident] that occurred on [date]. Despite my attempts to resolve this matter informally, I believe it is necessary to follow the formal grievance procedure.

The specifics of my grievance are as follows:

- **Nature of Grievance:** [Brief description]
- **Involved Parties:** [Names of individuals involved]
- **Date and Time:** [Specify date and time]
- **Witnesses:** [List any witnesses, if applicable]

I have attempted to resolve this issue by [describe any previous discussion or steps taken]. However, no satisfactory resolution has been achieved, and I feel that further action is required.

I request that this grievance be investigated and addressed promptly. I am open to meeting at a mutually convenient time to discuss this matter further.

Thank you for your attention to this important issue. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]