

Formal Grievance Submission

Date: [Insert Date]

To: [HR Manager's Name]

Company: [Company Name]

From: [Your Name]

Position: [Your Position]

Department: [Your Department]

Employee ID: [Your Employee ID]

Subject: Formal Grievance Submission

Dear [HR Manager's Name],

I am writing to formally submit a grievance regarding [briefly state the issue, e.g., workplace harassment, discrimination, etc.]. This situation has caused me [describe impact, e.g., emotional distress, decreased productivity, etc.].

The details of the grievance are as follows:

- **Date of Incident:** [Insert Date]
- **Description of Incident:** [Provide a brief description of what occurred]
- **Involved Parties:** [List names, if applicable]
- **Witnesses:** [List names, if applicable]

I have attempted to resolve this matter informally by [mention any actions taken, e.g., discussing with the involved party, reporting to supervisor]. However, I believe the issue persists and requires formal action.

I request that an investigation be conducted into this matter and ask to be informed of the steps that will be taken to address my grievance. I appreciate your attention to this critical issue and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if submitting a hard copy)]