

Resolution Request for Employee Grievances

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Resolution of Grievance

Dear [Manager's Name],

I am writing to formally address a grievance I have encountered while working in [Department/Team Name] at [Company Name]. The issue pertains to [briefly describe the grievance, e.g., workplace conditions, unfair treatment, etc.].

On [date of occurrence], I experienced [detailed description of the grievance]. Despite my attempts to resolve this with [any previous attempts made to resolve the issue], the problem persists.

I believe that it is important for both my well-being and the productivity of our team that this issue is addressed promptly. I kindly request your assistance in resolving this matter and would appreciate the opportunity to discuss it further at your earliest convenience.

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

Sincerely,

[Employee Name]

[Job Title]

[Employee ID (if applicable)]