

Employee Grievance Letter

Date: [Insert Date]

To,

[Manager's Name]
[Company's Name]
[Company's Address]

Dear [Manager's Name],

I am writing to formally express my grievance regarding [describe the issue briefly, e.g., workplace conditions, interpersonal conflicts, policy concerns]. This situation has been ongoing since [insert date], and despite my efforts to address it informally, I believe it is imperative to bring it to your attention through this letter.

[Detail the issue further: what has happened, when it occurred, and the impact it has had on your work or well-being].

As a dedicated employee, I value our workplace and wish to resolve this matter amicably. I kindly request a meeting with you to discuss this issue further and explore possible solutions.

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

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]
[Your Contact Information]