

Grievance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally express my grievance regarding what I perceive as unequal treatment in the workplace. I believe that I have been subjected to discrepancies in [briefly state the nature of unequal treatment, e.g., workload, opportunities for advancement, salary differences].

To illustrate my concerns, I would like to highlight the following instances:

- [First instance of unequal treatment]
- [Second instance of unequal treatment]
- [Third instance of unequal treatment]

I have always been committed to [Company Name] and have strived to contribute positively to the team. However, this treatment has negatively affected my morale and performance.

I kindly request that you investigate this matter and take appropriate measures to address the situation. I am looking forward to a fair resolution and am willing to discuss this with you at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]