

# Grievance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my grievance concerning the unauthorized conduct of staff members [Insert Names or Titles if applicable] that occurred on [Insert Date]. The incident involved [briefly describe the situation and conduct that you found unauthorized].

This behavior raises serious concerns about [mention relevant policies or codes of conduct]. I believe it undermines the work environment and negatively impacts [mention any pertinent repercussions, such as morale, safety, or company reputation].

I request that this issue be addressed promptly to ensure that such incidents do not recur in the future. I am looking for an explanation of how this matter will be handled.

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

Sincerely,

[Your Name]