

Grievance Letter

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Manager's Name

Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally raise a grievance regarding the insufficient collaboration within our team that has been affecting our productivity and overall morale.

Despite numerous discussions, many team members, including myself, have felt isolated and unsupported in our tasks. This lack of teamwork has led to misunderstandings and decreased efficiency.

I believe that fostering a collaborative environment is essential for our success and would appreciate your intervention to address this issue. I propose that we hold a team meeting to openly discuss these challenges and brainstorm potential solutions.

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

Sincerely,
[Your Name]