

Consent for Grievance Procedures

Date: [Insert Date]

To: [Insert Recipient's Name]
[Insert Recipient's Title]
[Insert Organization's Name]
[Insert Organization's Address]

Dear [Insert Recipient's Name],

I, [Your Name], hereby consent to the grievance procedures outlined by [Insert Organization's Name]. I understand that the grievance process is designed to address and resolve my concerns regarding [briefly state the nature of the grievance].

By signing this letter, I acknowledge that I am aware of my rights and responsibilities during the grievance process and consent to cooperate fully with all necessary proceedings.

Please find my contact information below for any follow-up required.

Contact Information:

Phone: [Insert Your Phone Number]

Email: [Insert Your Email Address]

Thank you for your attention to this matter. I look forward to the resolution of my grievance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Address]