

Confidential Grievance Report

Date: [Insert Date]

To: [HR Department/Manager's Name]

From: [Your Name]

Subject: Confidential Grievance Report

Dear [HR Department/Manager's Name],

I am writing to formally report a grievance regarding [briefly describe the issue, e.g., workplace harassment, discrimination, etc.]. This situation has created an uncomfortable and challenging work environment for me.

Details of the Incident:

- **Date of Incident:** [Insert Date]
- **Location:** [Insert Location]
- **Individuals Involved:** [Insert Names or Titles]
- **Description:** [Provide a detailed account of the incident, including any relevant context or background information.]

I request that this grievance be treated with the utmost confidentiality and sensitivity. I am open to discussing this matter further and seeking a resolution while ensuring that my identity remains protected.

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

Sincerely,

[Your Name]

[Your Position/Department]

[Your Contact Information]