

Employee Grievance Resolution Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Department: [Your Department]

Subject: Request for Grievance Resolution

Dear [Manager's Name],

I am writing to formally raise a grievance regarding [briefly describe the issue, e.g., workplace harassment, unfair treatment, etc.]. The incident(s) occurred on [insert date(s)] and have caused [explain the impact, e.g., stress, disruption to work, etc.].

I have attempted to resolve this matter informally by [mention any prior steps taken, e.g., discussing the issue with the colleague, supervisor, etc.], but unfortunately, it has not yet been resolved.

Therefore, I kindly request a formal review of this grievance. I would appreciate the opportunity to discuss this matter further and explore potential solutions. Please let me know a suitable time for us to meet.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]