

Workplace Grievance Submission

Date: [Insert Date]

Your Name: [Your Name]

Your Position: [Your Position]

Department: [Your Department]

Supervisor's Name: [Supervisor's Name]

Subject: Formal Grievance Submission

Dear [Supervisor's Name/HR Manager's Name],

I am writing to formally submit a grievance regarding [briefly describe the issue, e.g., "a conflict with a colleague," "unfair treatment," or "unsafe working conditions"]. This issue has been ongoing since [insert date] and has affected my work environment and well-being.

Details of the grievance:

- **Nature of the grievance:** [Provide a detailed description]
- **People involved:** [List names if applicable]
- **Instances/Examples:** [Provide specific examples and dates]

I have attempted to resolve this issue by [explain any previous attempts to address the problem, e.g., "discussing with the colleague," "meeting with HR," etc.], but unfortunately, the situation has not improved.

To resolve this matter, I kindly request [state what you hope to achieve, e.g., "a meeting to discuss my concerns," "intervention from HR," etc.].

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

Sincerely,

[Your Name]

[Your Contact Information]