

Grievance Documentation

Date: [Insert Date]

To: [Team Coach/Manager's Name]

From: [Your Name]

Position: [Your Position in the Team]

Team: [Team Name]

Subject: Grievance Submission

Dear [Coach/Manager's Name],

I am writing to formally express my grievance regarding [briefly describe the issue, e.g., "inconsistent playing time", "unprofessional conduct", etc.]. This matter has been affecting [my performance/my morale] and I believe it is important to address it for the benefit of the team.

Description of Grievance:

[Provide a detailed explanation of the grievance, including any specific incidents, dates, and how it has impacted you or the team.]

Proposed Resolution:

[Suggest a resolution or steps that could be taken to address the grievance.]

I appreciate your attention to this matter and hope to discuss it further to ensure a positive and constructive environment for our team.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Contact Information]