

# Formal Grievance Submission

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Formal Grievance Submission Regarding [Issue]

Dear [Manager's Name],

I am writing to formally submit a grievance regarding [briefly describe the issue, e.g., workplace harassment, discrimination, etc.]. Despite my attempts to resolve this matter informally, it has persisted, prompting me to take this step.

The details of my grievance are as follows:

- **Incident Date:** [Insert Date]
- **Location:** [Insert Location]
- **Individuals Involved:** [Insert Names]
- **Details of the Incident:** [Provide a comprehensive description of the situation, including any relevant details and prior attempts to address the issue.]

I believe this situation violates [reference any relevant company policies or laws]. I am seeking a resolution that includes [state what you would like to see happen, e.g., an investigation, specific action taken, etc.].

I appreciate your attention to this matter and look forward to discussing it further. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Department]