

# Grievance Notification Letter

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

Human Resources Department  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear HR Manager,

I am writing to formally submit a grievance regarding [briefly describe the issue, e.g., unfair treatment, harassment, etc.]. This incident occurred on [date] involving [individuals or groups involved].

Details of the grievance are as follows:

- [Detail 1]
- [Detail 2]
- [Detail 3]

I have attempted to resolve this matter by [mention any steps you have taken to address the issue]. However, I believe that it is necessary to escalate this issue to HR.

I request that you look into this matter seriously and take appropriate action. I would appreciate a response regarding the next steps in the grievance process.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]