

# Grievance Submission Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager/Supervisor's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager/Supervisor's Name],

I am writing to formally submit a grievance regarding workplace harassment that I have experienced at [Company Name]. This issue has severely affected my work environment and well-being.

On [specific dates], I encountered the following incidents: [Describe incidents in detail, including dates, times, and any witnesses. Be specific about the nature of the harassment and the impact it has had on you].

I believe this behavior is unacceptable and violates company policies on harassment. I have previously attempted to address this issue informally by [mention any steps you took, like talking to HR or the individual involved], but it has not been resolved.

I request a formal investigation into this matter and appropriate action to ensure a safe and respectful workplace. Please let me know if you need further information or if we can schedule a meeting to discuss this issue in more detail.

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

Sincerely,

[Your Name]