

Employee Grievance Letter

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Grievance Regarding Harassment

Dear [Manager's Name],

I am writing to formally express my concerns regarding a situation that I believe constitutes harassment in the workplace. This letter serves as a grievance regarding the inappropriate behavior I have been experiencing from [Name of the person involved].

On [insert dates], I have encountered several instances that I consider to be unacceptable. [Briefly explain each incident and how it made you feel].

I have tried to address this issue informally by [describe any steps taken to resolve the issue, e.g., confronting the individual, speaking to HR], but the behavior has continued and has made my work environment uncomfortable.

I believe it is important for our workplace to be a safe and respectful environment for all employees. I kindly request that this matter be investigated and appropriate actions be taken to resolve it.

Thank you for your attention to this serious matter. I look forward to your support in addressing this issue.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]