

Civil Rights Violation Grievance

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally file a grievance regarding a violation of my civil rights that has occurred in the workplace. Specifically, I believe that my rights as an employee have been infringed upon due to [briefly describe the incident, e.g., discrimination based on race, gender, sexual orientation, etc.].

On [date of incident], I experienced the following: [provide detailed account of the incident]. This behavior has not only caused me significant distress but has also affected my ability to perform my job effectively.

I have previously reported this issue to [names or titles of individuals] on [dates of previous communications], but I have not seen any satisfactory resolution. As an employee, I expect to work in an environment free from discrimination and harassment.

I kindly request that you investigate this matter promptly and take appropriate action to address this violation. I would like to see clear steps taken to enhance workplace policies and practices to prevent future occurrences.

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

Sincerely,

[Your Name]