

Grievance Escalation Letter

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Escalation of Grievance

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally escalate my previously submitted grievance regarding [briefly state the issue]. Despite my efforts to resolve this matter through [previous steps taken], I feel that my concerns have not been adequately addressed.

Details of the Grievance:

- Nature of the grievance: [describe the issue]
- Date of occurrence: [date]
- Previous discussions or resolutions attempted: [list any previous attempts]

Given the ongoing nature of this issue and its impact on [mention any relevant impact], I kindly request your assistance in resolving this matter promptly.

Thank you for your attention to this important issue. I look forward to your timely response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]