

Harassment Grievance Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Union Representative's Name]

[Union Name]

[Union Address]

[City, State, Zip Code]

Dear [Union Representative's Name],

I am writing to formally file a grievance regarding harassment that I have experienced at work. Below are the details of the incidents:

Nature of Harassment: [Briefly describe the nature of the harassment, e.g., verbal abuse, intimidation, etc.]

Date(s) of Incident(s): [List the dates of the occurrences]

Involved Parties: [List names of individuals involved]

Witnesses: [List any witnesses to the incidents]

Description: [Provide a detailed description of the incidents and the impact they have had on you]

I believe this behavior is in violation of [mention any applicable policies or laws], and I am seeking the union's assistance in addressing this matter promptly and effectively.

Thank you for your attention to this serious issue. I look forward to your guidance on the next steps.

Sincerely,

[Your Name]