

Formal Grievance Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Subject: Formal Grievance Regarding Harassment

Dear [Manager's Name],

I am writing to formally raise a grievance regarding incidents of harassment that I have experienced in the workplace. I believe that my rights have been violated, and I feel it is necessary to bring this matter to your attention.

On [specific date], I experienced the following incidents involving [name of the individual(s) involved]: [briefly describe incidents]. These actions have created a hostile work environment for me.

I have made attempts to address this matter informally by [mention any previous attempts to resolve the issue, if applicable], but unfortunately, the behavior has continued.

It is my request that a formal investigation be conducted into this matter, and that appropriate actions be taken to ensure a safe and respectful workplace for all employees.

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

Sincerely,
[Your Name]