

Your Name
Your Address
City, State, ZIP Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, ZIP Code

Subject: Formal Grievance Submission

Dear [Manager's Name],

I am writing to formally submit a grievance regarding [briefly describe the issue, e.g., "a hostile work environment," "discrimination," "harassment," etc.]. This issue has been affecting my ability to perform my job effectively.

The specific details of the grievance are as follows:

- Date of incident: [insert date]
- Description of the issue: [provide a detailed account]
- Individuals involved: [list names and positions, if applicable]
- Any witnesses: [list names and positions, if applicable]

I have attempted to resolve this issue by [describe any previous discussions or attempts, if any]. However, the matter remains unresolved, prompting me to submit this formal grievance.

I believe it is crucial to address this issue promptly to ensure a safe and productive work environment for all employees. I am hopeful that this grievance will be investigated thoroughly and in accordance with company policy.

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

Sincerely,
[Your Name]