

Grievance Complaint 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: Grievance Complaint Regarding Employee Treatment

Dear [Manager's Name],

I am writing to formally express my grievance regarding the treatment I have received as an employee at [Company's Name]. I believe that my rights as an employee have been compromised and I wish to outline the details of my concerns.

On [specific date], I experienced [describe the incident or behavior]. This treatment not only affects my morale but also impacts my ability to perform my duties effectively.

I have attempted to resolve this matter informally by [mention any previous attempts to resolve the issue], but unfortunately, there has been no satisfactory resolution. I am therefore compelled to bring this issue to your attention.

I request a meeting at your earliest convenience to discuss this matter further and seek a resolution. I believe it is essential for our working environment to be respectful and conducive to productivity.

Thank you for considering my complaint. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]