

Grievance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally lodge a grievance regarding a violation of company policy that I believe has occurred. On [insert date of incident], I witnessed/experienced [describe the incident in detail].

This situation contradicts [cite specific policy or policies that were violated], and I believe it is imperative to address this matter promptly. I have attached any necessary documentation that supports my claims.

I kindly request that you investigate this issue and take appropriate action to ensure compliance with company policies moving forward. I appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

[Your Name]