

Workplace Safety Grievance Report

Your Name: [Your Name]

Your Position: [Your Position]

Date: [Date]

Manager/Supervisor Name: [Manager/Supervisor Name]

Company Name: [Company Name]

Dear [Manager/Supervisor Name],

I am writing to formally report a grievance regarding safety concerns in the workplace. It has come to my attention that the following issues require immediate attention:

- [Describe the specific safety issue #1]
- [Describe the specific safety issue #2]
- [Describe the specific safety issue #3]

These issues not only pose a risk to my safety but also to the safety of my colleagues. I believe it is crucial for our workplace to maintain a safe environment and adhere to safety regulations.

I respectfully request a thorough investigation into these matters and appropriate action to address them. Please let me know if a meeting can be scheduled to discuss this further.

Thank you for your prompt attention to this important issue.

Sincerely,

[Your Name]

[Your Contact Information]