

Letter of Appeal for HR Intervention

To: [HR Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to formally appeal for your intervention regarding a matter that has been affecting my work environment and overall job satisfaction. I believe that your support and guidance are crucial in resolving this issue effectively.

The situation concerns [briefly describe the issue, e.g., a conflict with a colleague, unfair treatment, etc.]. I have attempted to address this matter by [mention any steps you've taken, e.g., discussing with the person involved, reporting to a supervisor], but unfortunately, the situation has not improved.

I am requesting a meeting with you to discuss this further and explore potential solutions. I value my position at [Company Name] and am hopeful that with your assistance, we can reach a resolution that is fair and conducive to a positive work environment.

Thank you for taking the time to consider my appeal. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]