

Formal Grievance Submission

Date: [Insert Date]

To: [Manager's Name]

Position: [Manager's Position]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally submit a grievance regarding [specific issue]. This concern has been affecting my work and well-being at [Company Name].

Details of the Grievance:

- Date of Occurrence: [Insert Date]
- Individuals Involved: [List Names]
- Description of the Issue: [Provide a clear description of the grievance]

Despite previous attempts to resolve this matter informally on [insert dates of previous discussions], the issue persists, and I feel that a formal procedure is necessary.

I kindly request that you look into this matter and provide your feedback and possible resolutions. I am hopeful for a prompt response to my grievance.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]