

# Grievance Notification Letter

Date: [Insert Date]

To,

[Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally notify you of a grievance concerning [briefly state the issue, e.g., workplace conditions, discrimination, etc.]. This matter has been affecting my work and overall morale.

Details of the grievance:

- **Issue:** [Describe the issue]
- **Date of Occurrence:** [Insert date]
- **Involved Parties:** [List any individuals involved]

I believe this issue warrants immediate attention and would greatly appreciate your prompt response in addressing this matter. I am hopeful that we can find a resolution that is satisfactory for all parties involved.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]