

Workplace Dispute Declaration

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Declaration of Workplace Dispute

Dear [Manager's Name],

I am writing to formally declare a workplace dispute that has arisen between myself and [Employee's Name/Department] concerning [briefly describe the nature of the dispute].

The details of the dispute are as follows:

- **Date of Incident:** [Insert Date]
- **Location:** [Insert Location]
- **Involved Parties:** [List names/roles]
- **Description:** [Provide a brief description of the dispute]

I believe this issue is affecting our working environment and would like to seek a resolution at the earliest convenience. I am open to discussing this matter further and exploring potential solutions.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]