

Grievance Letter Regarding Discrimination

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company's Name
Company's Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally raise a grievance concerning discrimination I have experienced in the workplace. This issue has been a source of significant concern for me and I believe it is important for the company to address it.

On [insert date], I experienced [describe the situation briefly, including what happened, where it happened, and who was involved]. This experience has led me to believe that I have been discriminated against based on [state the specific basis of discrimination, e.g., race, gender, age, etc.].

I have made attempts to address this issue informally by [explain any previous attempts to resolve the issue], but unfortunately, the situation persists. I believe that it is crucial for the workplace to promote an environment of equality and respect.

I respectfully request an investigation into this matter and to discuss potential resolutions. I hope to work together to find a way to prevent such situations in the future.

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

Sincerely,
[Your Name]