

Official Grievance Submission

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Department: [Department Name]

Company Name: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I am writing to formally submit a grievance regarding [briefly state the issue]. This matter has caused me [briefly explain the negative impact or consequence of the issue].

The details of the grievance are as follows:

- **Date of Incident:** [Insert Date]
- **Description of Incident:** [Provide a detailed description]
- **Witnesses:** [List any witnesses, if applicable]

I have attempted to resolve this matter informally by [briefly explain any previous attempts to resolve the issue], but unfortunately, these efforts have not been successful.

I respectfully request that you investigate this matter thoroughly and provide a resolution. I believe this situation can be resolved in a fair and just manner.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]

[Your Address]