

# Workplace Discrimination Grievance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[HR Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [HR Manager's Name],

I am writing to formally raise a grievance regarding discrimination I have experienced in the workplace. I believe I have been treated unfairly based on [insert basis for discrimination, e.g., race, gender, age, etc.].

The incidents occurred on [insert specific dates] and involved [brief description of incidents]. I have witnessed that [explain how the treatment differs from that of others or policies that were ignored].

I have attempted to address this issue informally by [describe any actions taken, e.g., speaking to a supervisor], but I feel that the matter has not been resolved satisfactorily.

I kindly request that an investigation be conducted into this matter. I am hopeful for a resolution that ensures a fair and respectful work environment for all employees.

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

Sincerely,

[Your Name]