

[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]

Subject: Appeal for Grievance Handling

Dear [Manager's Name],

I am writing to formally appeal the decision made regarding my grievance submitted on [date of original grievance]. Despite the discussion we had on [date of meeting], I believe my concerns have not been adequately addressed.

My primary grievance revolves around [briefly describe the issue: e.g., unfair treatment, workplace harassment, etc.]. I have provided [mention any supporting documents, witnesses, etc.], which support my claims and illustrate the impact this issue has on my work environment.

I kindly request a re-evaluation of my grievance and hope for an impartial review of my situation. I believe in maintaining a positive and productive workplace, and I trust you will handle this matter with the seriousness it deserves.

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

Sincerely,

[Your Name]

[Your Job Title]