

# Employee Grievance Resolution Request

**Date:** [Insert Date]

**To:** [Manager's Name]

**From:** [Your Name]

**Position:** [Your Position]

**Department:** [Your Department]

## **Subject: Request for Grievance Resolution**

Dear [Manager's Name],

I am writing to formally request resolution for a grievance that I have been experiencing at work. The issue pertains to [describe the nature of the grievance briefly, e.g., workplace safety, discrimination, workload issues].

Details of the grievance are as follows:

- **Date of Incident:** [Insert Date]
- **Description:** [Provide a detailed description of the incident(s) causing the grievance]
- **Parties Involved:** [List any individuals involved]

I believe this situation has affected my ability to perform at my best and I am keen to work towards a resolution. I would like to discuss this matter with you at your earliest convenience. I am hopeful that we can find a solution that addresses my concerns.

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

Sincerely,

[Your Name]

[Your Contact Information]