

Formal Grievance Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

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

Dear [Manager's Name],

I am writing to formally lodge a grievance concerning specific workplace conduct that I believe is inappropriate and contrary to our company's values and policies. This grievance pertains to [briefly describe the incident or behavior].

On [insert date], [describe the details of the incident]. This behavior has created a hostile work environment and has affected my ability to perform my duties effectively. I have made attempts to address this issue informally by [mention any prior attempts to resolve the issue].

I kindly request that this matter be investigated thoroughly, and appropriate actions be taken to resolve this issue. I appreciate your attention to this serious matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]