

Equal Opportunity Employment Grievance Submission

Date: [Insert Date]

To: [HR Department/Manager Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [HR Department/Manager Name],

I am writing to formally submit a grievance regarding an issue I believe to be a violation of the Equal Employment Opportunity (EEO) policies at [Company Name]. The details of the grievance are as follows:

Grievance Details

Date of Incident: [Insert Date]

Location: [Insert Location]

Individuals Involved: [Names and Titles]

Description of the Incident: [Provide a detailed description of the incident, including any relevant circumstances and a timeline of events.]

I believe that this incident reflects a failure to uphold the principles of equal opportunity and non-discrimination as outlined in our company's policies. I am requesting that this grievance be investigated thoroughly and that appropriate action be taken to address the issue.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]

[Your Employee ID (if applicable)]