

# Grievance Letter

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Grievance Regarding Unhelpful Team Members

Dear [Manager's Name],

I am writing to formally express my concerns regarding some challenges I have been facing while working with certain team members. I believe that a collaborative and supportive team environment is essential for our success, and unfortunately, I have been experiencing difficulties that hinder our collective efforts.

Specifically, I have encountered instances where [briefly describe specific situations, e.g., lack of communication, unwillingness to assist, etc.]. This has not only affected my ability to complete my tasks effectively but has also impacted team morale.

I value the opportunities to work with our team and truly believe that we can improve our collaboration. I would appreciate your guidance on how we can address these issues and foster a more helpful team atmosphere.

Thank you for taking the time to consider my concerns. I look forward to your support in resolving this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]