

# Formal Grievance Letter

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally file a grievance regarding an issue of bullying that I have experienced while working at [Company/Organization Name]. This letter serves to document the ongoing incidents and bring them to your attention for resolution.

Over the past [duration], I have faced repeated instances of bullying by [Name of the person(s) involved], which include [specific examples of the bullying behavior]. These incidents have created a hostile work environment and have significantly impacted my mental well-being and job performance.

I have made attempts to address this matter informally by [briefly describe any informal resolution efforts, if applicable], but unfortunately, the situation has not improved.

I respectfully request that this grievance be taken seriously and that appropriate action be taken to investigate and resolve this issue. I am willing to discuss this matter further and provide any additional information needed.

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

Sincerely, [Your Name] [Your Job Title] [Your Contact Information]