

Formal Grievance Concerning Workplace Conduct

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

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

Dear [Manager's Name],

I am writing to formally file a grievance concerning workplace conduct that I have experienced at [Company's Name]. I believe that this conduct violates our company's policies and has created an uncomfortable work environment.

The specific incidents occurred on [list dates and descriptions of incidents]. Despite my attempts to address the matter informally, I have not seen any improvement or resolution.

I kindly request that this grievance be investigated thoroughly. I am hopeful that appropriate actions will be taken to rectify this situation and ensure a respectful workplace for all employees.

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

Sincerely,

[Your Name]