

Formal Complaint Regarding Employee Grievances

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

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

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the recent handling of employee grievances within our department. Despite multiple discussions and attempts to address the issues, I believe that my concerns have not been properly addressed.

Specifically, I would like to highlight [briefly describe the grievances, e.g., workplace harassment, lack of support, etc.], which have been ongoing since [mention timeframe]. I have raised these issues to [mention specific individuals or committees, if applicable], yet there has been little to no action taken.

I believe it is crucial for the company to foster a workplace environment where employee concerns are taken seriously and resolved in a timely manner. Therefore, I urge the management to take immediate actions to investigate and rectify these grievances.

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

Sincerely,

[Your Name]