

[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]

Subject: Formal Grievance Regarding Coworker Misconduct

Dear [Manager's Name],

I am writing to formally raise a grievance regarding the misconduct of my coworker, [Coworker's Name], which I believe has adversely affected the working environment and my ability to perform my duties effectively.

On [specific dates], I have experienced the following incidents: [describe the misconduct with specific examples]. These actions have not only impacted my work but have also created an uncomfortable atmosphere within the team.

I have attempted to address this matter informally by [mention any previous communication or attempts to resolve the issue], but unfortunately, the behavior has continued.

I kindly request that this grievance be investigated and that appropriate action be taken to resolve this issue. I trust that you will handle this matter with the seriousness it deserves.

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

Sincerely,

[Your Name]