

# Workplace Grievance Letter

[Your Name]

[Your Job Title]

[Your Department]

[Date]

[Supervisor/Manager's Name]

[Their Job Title]

[Company Name]

[Company Address]

Dear [Supervisor/Manager's Name],

I am writing to formally address a grievance I have regarding a concerning issue that I have been experiencing with [Team Member's Name] in our team.

The specific incidents include:

- [Description of Incident 1]
- [Description of Incident 2]
- [Description of Incident 3]

These actions have created a hostile work environment and have impacted my ability to perform my job effectively. I have tried to resolve the situation informally by [mention any steps taken], but unfortunately, the issue persists.

I believe it is important to address this matter promptly to ensure a harmonious work environment for all team members. I am requesting a meeting to discuss this issue further and explore possible solutions.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]

[Your Contact Information]