

[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]

Subject: Formal Grievance Regarding Supervisor Conduct

Dear [Recipient's Name],

I am writing to formally express my grievance concerning the conduct of my immediate supervisor, [Supervisor's Name], in the workplace.

On [specific date(s)], I experienced [describe the specific behavior or incident]. This behavior has created a [describe the impact, e.g., hostile work environment, significant distress, etc.], which I believe is detrimental to both my well-being and the overall team productivity.

I have attempted to address this matter directly with [Supervisor's Name] on [date of any previous discussions], but have not seen any change in behavior. I feel it is necessary to escalate this issue to ensure a respectful and conducive work environment.

I am seeking a formal investigation into this matter and appropriate action to be taken to prevent further occurrences. I appreciate your prompt attention to this serious issue and look forward to your response.

Thank you for addressing this matter swiftly.

Sincerely,

[Your Name]

[Your Job Title]