

Grievance Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally express my concerns regarding the unprofessional behavior exhibited by [Manager's Name/Title] in the workplace.

On [specific date], [describe the incident with details, including what happened, who was involved, and how it made you feel]. This incident has not only affected my work environment but has also impacted my motivation and productivity.

I believe that maintaining a professional and respectful workplace is essential for our team's success. I respectfully request that this matter be addressed to prevent further occurrences in the future.

Thank you for your attention to this serious matter. I hope for a prompt resolution.

Sincerely,

[Your Name]

[Your Job Title]

[Department]