

Formal Grievance Letter

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

[Date]

[Recipient Name]
[Recipient Title/Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my grievance regarding the insufficient feedback I have received concerning my performance in [specific context, e.g., a project, evaluation period, etc.]. Despite my efforts in seeking constructive criticism and guidance, I find that the feedback provided has been inadequate for my professional development.

In [mention specific instances or dates], I reached out for feedback on [specific tasks or projects], but the responses I received were vague and unhelpful. Effective feedback is crucial for my growth and ability to meet the expectations of my role.

I kindly request that this matter be addressed to ensure that effective feedback mechanisms are put in place, which will benefit not only my professional growth but also the overall performance of our team. I am open to discussing this matter further and would appreciate a meeting at your earliest convenience.

Thank you for your attention to this important issue. I look forward to your response.

Sincerely,
[Your Name]