

Formal Grievance Letter

Subject: Formal Grievance Regarding Workplace Concerns

Dear [Manager's Name],

I am writing this letter to formally raise a grievance regarding a matter that has affected my working conditions. Despite my efforts to resolve this issue informally, I believe it is necessary to bring it to your attention through the formal grievance process.

The issue relates to [explain the problem clearly, e.g., workplace harassment, discrimination, unsafe conditions, unfair workload]. This situation has caused [state the impact, such as stress, reduced productivity, or negative work environment].

I kindly request a thorough investigation into this matter and would appreciate being informed of the steps that will be taken to address my concerns. I am available to meet and discuss this issue further at your earliest convenience.

Thank you for taking my grievance seriously. I trust that the company values fairness and will take appropriate action to resolve this situation.

Yours sincerely,

[Employee Name]

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