

Casual Grievance Email

Subject: Concern I'd Like to Raise

Hi [Manager's Name],

I wanted to take a moment to share something that has been bothering me at work. It's about [briefly explain issue, e.g., constant overtime without notice, conflict with a colleague, or lack of resources].

I don't want this to escalate, but I feel it's important to let you know how it's affecting my ability to do my job. I'd really appreciate the chance to sit down and discuss possible solutions.

Thanks for your understanding and support.

Best regards,

[Employee Name]

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