

Provisional Grievance Message

Subject: Raising a Concern for Review

Dear [Manager's Name],

I would like to provisionally raise a grievance regarding [issue]. While I am open to resolving this matter informally if possible, I feel it is necessary to document my concern in writing to ensure it is taken seriously.

The issue has been ongoing since [timeframe] and has affected [impact on workload, well-being, or work environment].

I hope that with your guidance, we can address this matter quickly and fairly. If needed, I am willing to escalate it formally through HR.

Thank you for your time and support.

Best regards,

[Employee Name]

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