

Official Grievance Letter

Subject: Official Grievance Submission

Dear HR Department,

I am submitting this letter as a formal grievance regarding [describe issue]. Despite attempts to resolve this matter informally, no resolution has been reached.

The grievance relates to [details of issue], and it has impacted my work environment in the following ways: [list impacts]. I am requesting that HR conduct an investigation and implement corrective measures.

I have attached supporting documents and records for your review. Please confirm receipt of this grievance and let me know the next steps in the process.

Thank you for your attention.

Yours sincerely,

[Employee Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/grievance-letter-template-to-an-employer-for-employee>