

Formal Grievance Procedure Letter

Subject: Submission of Grievance

Dear [HR Manager/Supervisor],

I am writing to formally raise a grievance regarding [specific issue]. Despite previous discussions, the matter has not been resolved satisfactorily, and I believe it is necessary to follow the formal grievance procedure.

The details of the issue are as follows: [Provide clear, factual description including dates, individuals involved, and supporting evidence]. I request that this grievance be addressed in accordance with company policies, and I am available for a meeting to discuss this further.

I trust that this matter will be handled with confidentiality and prompt attention.

Sincerely,

[Employee Name]

[Department]

[Contact Information]

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