

# Serious Grievance Letter

Subject: Urgent Grievance Notification

Dear [HR Manager],

I am writing to formally report a serious concern regarding [describe issue]. This matter has significantly impacted my work performance and wellbeing.

I request an immediate review of this grievance and appropriate corrective measures. Confidentiality and prompt action are requested.

Sincerely,

[Employee Name]

[Department]

**Get more templates here:** <https://www.lettersandtemplates.com/letters/grievance-procedure-letter>