

Heartfelt Grievance Letter

Subject: Grievance Regarding Workplace Concern

Dear [HR Manager],

I feel compelled to raise a grievance regarding [issue] that has been affecting me personally and professionally. Despite attempts to resolve this informally, the situation remains unresolved.

I hope this letter conveys the seriousness of my concern and request that it is addressed promptly in accordance with company procedures. I am ready to discuss and provide any necessary details.

Thank you for your understanding.

Sincerely,

[Employee Name]

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