

Collective Grievance Email for Salary Discrepancies

Subject: Collective Concern Regarding Salary Adjustments

Hi [HR Manager/Finance Department],

We, the undersigned employees, wish to bring to your attention inconsistencies in salary disbursements noticed over the past [time period]. Despite prior conversations, adjustments have not been reflected accurately.

We kindly request a review and clarification on the salary structure and timelines for correction. Our goal is to resolve this matter amicably and transparently.

Thank you for addressing our concerns promptly.

Best regards,

[Employee Representatives]

[Team/Department Name]

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