

Preliminary Collective Grievance Letter for Review

Subject: Preliminary Submission of Grievances from [Team Name]

Dear [HR Manager/Employer Name],

This letter serves as a preliminary notification of grievances from the employees of [Team/Department Name]. Key issues identified include [brief summary, e.g., equipment shortages, procedural concerns].

We are submitting this initial document to facilitate dialogue and request guidance on formal procedures for resolution. A detailed list with signatures will follow upon your acknowledgment.

Thank you for your attention.

Sincerely,

[Employee Representatives]

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