

Formal Grievance Letter - Bullying and Intimidation

Subject: Formal Grievance - Workplace Bullying

Dear [HR Manager/Ethics Officer],

I am writing to file a formal grievance regarding persistent bullying and intimidation by [Name/Names] that has created an intolerable work environment.

The bullying behavior I have experienced includes:

Verbal Abuse: [Describe specific instances of shouting, insults, belittling comments, public humiliation, with dates and witnesses]

Intimidation Tactics: [Describe threatening behavior, aggressive body language, invasion of personal space, with specific examples]

Social Isolation: [Describe deliberate exclusion from work activities, meetings, or communications, with examples]

Undermining Work: [Describe instances of sabotage, withholding necessary information, taking credit for your work, setting impossible deadlines]

These behaviors have occurred regularly since [date] and have intensified in recent [weeks/months]. The pattern is clear and sustained, meeting the definition of workplace bullying under company policy.

The impact on my wellbeing has been severe, including [anxiety, stress-related illness, loss of confidence, sleep problems, impact on personal life]. I have been forced to [take sick leave/seek medical help/consider resignation].

I have attempted to address this informally by [describe any attempts to resolve the situation], but the bullying has continued and in some cases worsened.

I am formally requesting:

1. An immediate investigation under the company's anti-bullying policy
2. Interim measures to protect me from further bullying during the investigation
3. Appropriate disciplinary action if the investigation substantiates my complaint

4. Access to employee support services or counseling
5. A written apology and assurance that the behavior will cease

I have maintained a detailed log of incidents and have potential witnesses to many of these events. I am willing to participate fully in any investigation.

Given the serious impact this is having on my health and ability to work, I request an urgent response and ask that the investigation commence within [5] business days.

Yours sincerely,

[Your Name]

[Position]

[Department]

[Date]

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