

Formal Employee Grievance Letter - Workplace Harassment

Subject: Formal Grievance Regarding Workplace Harassment

Dear [HR Manager Name/Grievance Officer Name],

I am writing to formally lodge a grievance concerning ongoing harassment I have been experiencing in the workplace. This letter serves as an official complaint under the company's grievance policy.

On [specific dates], I experienced [describe specific incidents in detail, including what happened, who was involved, and any witnesses present]. These incidents have created a hostile work environment and have significantly affected my ability to perform my duties effectively.

I have attempted to resolve this matter informally by [describe any previous attempts to address the issue], but the situation has not improved and continues to cause me considerable distress.

I am requesting that this matter be investigated thoroughly and that appropriate action be taken to prevent further incidents. I am available to provide additional information and documentation to support this complaint.

I would appreciate a written acknowledgment of this grievance within [5] business days and a meeting to discuss this matter at your earliest convenience.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]

[Your Position]

[Department]

[Employee ID]

[Date]

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