

Professional Grievance Email - Discrimination Complaint

Subject: Formal Grievance - Discrimination Complaint

Dear [HR Director Name],

I am submitting this formal grievance to report discrimination I have experienced based on [protected characteristic: age, gender, race, religion, disability, etc.].

Specific Incidents:

[Date 1]: [Detailed description of incident, including statements made, actions taken, and individuals involved]

[Date 2]: [Detailed description of second incident]

[Date 3]: [Detailed description of third incident]

These incidents constitute discrimination under [relevant employment law/company policy] and have created an unequal and unfair working environment. I have documented these occurrences and have [number] witnesses who can corroborate my account.

The impact on my work has been substantial, including [describe effects on job performance, mental health, career progression, etc.].

I am requesting:

1. A formal investigation into these allegations
2. Appropriate disciplinary action against those responsible
3. Implementation of measures to prevent future discrimination
4. Consideration of any career opportunities I may have been denied due to this discrimination

I am prepared to participate fully in the investigation process and can provide supporting documentation upon request.

I look forward to your response within the timeframe specified in the company grievance policy.

Respectfully,

[Your Name]

[Contact Information]

[Date]

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