

Formal Grievance Letter - Unfair Treatment by Management

Subject: Formal Grievance Regarding Unfair Treatment

Dear [Senior HR Manager/Ethics Committee],

I am lodging a formal grievance concerning unfair treatment I have received from my direct supervisor, [Supervisor Name], which I believe violates company policies on fair employment practices.

The unfair treatment includes:

Unequal Work Distribution: I have consistently been assigned [describe disparity in workload compared to colleagues in similar positions]. This has resulted in [describe consequences - overtime, stress, inability to complete tasks].

Biased Performance Evaluations: My recent performance reviews have contained [describe unfair criticisms or lack of recognition], despite [evidence of your good performance - metrics, achievements, positive feedback from others].

Exclusion from Opportunities: I have been systematically excluded from [training sessions, important meetings, projects, career development opportunities] that are routinely offered to my peers with similar or less experience.

Unprofessional Conduct: [Supervisor Name] has [describe specific instances of unprofessional behavior - public criticism, dismissive comments, ignoring communications, etc.].

This pattern of behavior has persisted since [date] and has created a demoralizing work environment. I have attempted to address these concerns directly with [Supervisor Name] on [date], but the situation has not improved.

I am requesting a formal investigation, a meeting with HR and senior management to discuss this matter, and consideration of reassignment to a different reporting line if appropriate.

I have maintained detailed records of these incidents and can provide supporting evidence as needed.

I await your response and the next steps in the grievance procedure.

Yours sincerely,

[Your Name]

[Position and Department]

[Employee ID]

[Contact Information]

[Date]

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