

Professional Grievance Email - Wage and Benefits Dispute

Subject: Formal Grievance - Wage and Benefits Dispute

Dear [Payroll Manager/HR Manager],

I am writing to file a formal grievance regarding discrepancies in my wages and benefits that have not been resolved through normal channels.

Issue Details:

Compensation: According to my employment contract dated [date], my salary should be [amount], but my recent pay statements show [amount]. This discrepancy has occurred for [number] pay periods beginning [date].

Overtime Pay: I have worked [number] hours of overtime during [time period] as documented in [timekeeping system], but I have not received the appropriate overtime compensation as required by [employment law/company policy].

Benefits: I am entitled to [specific benefits - health insurance, retirement contributions, bonuses, etc.] under my employment agreement, but these benefits have [not been provided/been calculated incorrectly/been denied].

I have raised these issues with [relevant department/person] on [dates] via [method of communication], but the problems remain unresolved. I have attached copies of my employment contract, pay statements, and correspondence related to this matter.

The total amount owed to me is approximately [amount], covering the period from [date] to [date].

I request that:

1. These discrepancies be corrected immediately
2. All back pay and benefits owed be paid by [reasonable date]
3. A written explanation of how these errors occurred
4. Assurance that future payments will be accurate and timely

Please acknowledge receipt of this grievance and provide a timeline for resolution.

Sincerely,

[Your Name]

[Employee ID]

[Department]

[Date]

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