

Professional Grievance Email - Denied Leave Request

Subject: Grievance Regarding Denied Leave Request

Dear [Manager Name/HR Representative],

I am submitting this formal grievance concerning the denial of my leave request submitted on [date] for the period [dates of requested leave].

According to company policy and my employment contract, I am entitled to [number] days of [annual leave/sick leave/family leave/other type] per year. I have accrued [number] days of unused leave and am requesting [number] days, which is well within my entitlement.

My request was denied on [date] with the reason given as [state reason provided]. However, I believe this denial is [unreasonable/inconsistent with how similar requests from colleagues have been handled/not justified by business needs/discriminatory].

Supporting reasons for my grievance:

- [Provide advance notice given, typically more than required]
- [Availability of colleagues who can cover duties]
- [Previous similar requests by others that were approved]
- [Any special circumstances - medical appointment, family emergency, etc.]

The denial of this leave request has caused [describe impact - inability to attend important family event, forfeiture of non-refundable travel arrangements, stress, etc.].

I am requesting that this decision be reviewed and reconsidered. I am willing to discuss alternative dates if the originally requested dates present genuine operational difficulties, though I maintain that my request is reasonable and should be accommodated.

Please respond within [5] business days with either approval of my leave request or a detailed explanation of the legitimate business reasons for denial, along with information about the grievance appeal process.

Thank you for your consideration.

Best regards,

[Your Name]

[Department]

[Employee ID]

[Date]

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