

Formal Grievance Letter for Workplace Harassment

Subject: Formal Grievance Against Manager - Workplace Harassment

Dear [HR Director/Recipient Name],

I am writing to file a formal grievance against my direct manager, [Manager's Name], regarding ongoing workplace harassment that has significantly impacted my ability to perform my duties and has created a hostile work environment.

Over the past [time period], I have experienced the following incidents: [Describe specific incidents with dates, times, witnesses, and detailed descriptions of what occurred]. These behaviors include [inappropriate comments/discriminatory remarks/intimidation/other specific behaviors].

I have attempted to address this matter informally by [describe any previous attempts], but the situation has not improved and has, in fact, escalated.

This conduct violates company policy on [cite specific policies] and has caused me significant distress, affecting both my professional performance and personal well-being.

I am requesting that the company conduct a thorough investigation into these allegations and take appropriate disciplinary action. I am available to provide additional documentation, witness statements, and further details as needed.

I expect this matter to be handled with the utmost confidentiality and professionalism. Please acknowledge receipt of this grievance and inform me of the next steps in the process.

Sincerely,

[Your Name]

[Your Position]

[Date]

[Employee ID]

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