

Professional Grievance Letter for Unfair Treatment

Subject: Formal Complaint Regarding Unfair Treatment

Dear [HR Manager/Appropriate Authority],

I am submitting this formal grievance concerning unfair treatment I have been subjected to by my manager, [Manager's Name], in my role as [Your Position].

Since [date/time period], I have been treated differently from my colleagues in the following ways: [unequal work distribution/denied opportunities/unfair performance evaluations/exclusion from meetings/other specific examples]. For instance, [provide 2-3 specific examples with dates and context].

This differential treatment has no basis in my performance record, which shows [mention your achievements, positive reviews, or consistent performance]. Despite my qualifications and contributions, I have been [passed over for promotion/denied training opportunities/assigned less favorable projects/other specific impacts].

I believe this treatment constitutes a violation of [company's equal treatment policy/fair employment practices] and may constitute discrimination based on [if applicable: age/gender/race/other protected characteristic].

I have documented these incidents thoroughly and can provide supporting evidence including [emails/performance reviews/witness testimony/other documentation].

I am requesting an immediate investigation into this matter and a meeting with HR to discuss resolution options, including [potential remedies you're seeking: fair evaluation/equal opportunities/transfer to different department/other solutions].

Please confirm receipt of this grievance within [reasonable timeframe] and provide me with a timeline for the investigation process.

Respectfully,

[Your Name]

[Department]

[Contact Information]

[Date]

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