

Formal Grievance Email for Discrimination

Subject: Formal Grievance - Discrimination

Dear [HR Director/Equal Opportunity Officer],

I am filing a formal grievance against my manager, [Manager's Name], for discrimination based on [protected characteristic: age/gender/race/religion/disability/sexual orientation/other].

I have been subjected to discriminatory treatment as evidenced by the following:

- [Specific discriminatory comments made, with dates and witnesses]
- [Discriminatory actions taken, such as denied opportunities, unfair treatment]
- [Pattern of behavior that demonstrates discriminatory intent]

For example:

On [date], [Manager's Name] [describe specific incident in detail]

On [date], [describe another specific incident]

Additionally, [describe pattern or ongoing behavior]

This treatment stands in stark contrast to how [Manager's Name] treats other employees who do not share my [protected characteristic]. Specifically, [provide comparison examples showing differential treatment].

This discrimination has materially affected my employment through [denied promotion/unfavorable assignments/hostile environment/other impacts].

I have documentation including [emails/messages/performance reviews/witness statements/other evidence] that supports my allegations.

This conduct violates [Equal Employment Opportunity laws/company anti-discrimination policy/other relevant regulations] and creates an unlawful hostile work environment.

I am requesting:

1. An immediate and thorough investigation
2. Interim measures to protect me from further discrimination
3. Appropriate disciplinary action

4. Remedial action to address the impacts of discrimination

5. Monitoring to ensure no retaliation

Please acknowledge receipt of this grievance immediately and provide information about the investigation process, timeline, and my rights during this process.

Respectfully,

[Your Name]

[Employee ID]

[Date]

[Contact Information]

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