

# Grievance Letter For Unfair Treatment

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company/Organization Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Formal Grievance Regarding Unfair Treatment

I am writing to formally address a matter of serious concern regarding the unfair treatment I have been experiencing within [Company/Organization Name]. I believe it is crucial to bring this issue to your attention in order to seek a resolution and ensure a fair and equitable work environment for all employees.

I have consistently observed and experienced a pattern of unfair treatment in the following ways:

1. **Specific Incident(s) of Unfair Treatment**: Describe in detail the incidents of unfair treatment that you have experienced or witnessed. Provide dates, times, locations, and names of individuals involved. Be objective and concise, focusing on the facts.
2. **Violation of Company Policies and Procedures**: If applicable, outline how the unfair treatment you experienced violates established company policies and procedures. Reference any relevant sections of the employee handbook or code of conduct.
3. **Impact on Work Performance and Well-being**: Explain how the unfair treatment has affected

your job performance, emotional well-being, and overall work environment. Use specific examples to illustrate the negative impact on your ability to perform your duties effectively.

4. **Previous Attempts to Resolve the Issue**: Briefly describe any previous attempts you have made to address the issue informally, such as discussing the matter with your supervisor or HR department. If these attempts were unsuccessful, mention them and explain why you are now escalating the matter to a formal grievance.

5. **Desired Resolution**: Clearly state what you expect as a resolution to the issue. This could include actions such as a formal investigation, mediation, corrective actions, or changes to company policies. Be reasonable and realistic in your expectations.

I firmly believe that a fair and respectful workplace is essential for both individual and organizational success. I am committed to working collaboratively towards a resolution that promotes a positive work environment for all employees.

I kindly request a prompt and thorough investigation into this matter. I am willing to participate fully and provide any additional information that may be required during the process. I trust that [Company/Organization Name] will take the necessary steps to address this grievance seriously and promptly.

I appreciate your attention to this matter and look forward to a timely response. Please acknowledge receipt of this letter at your earliest convenience.

Thank you for your understanding and cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: [If applicable, list any documents or evidence you are including with the letter, such as witness statements or relevant emails.]

cc: [List names and positions of individuals you are copying on the letter, such as HR representative or higher management]