

# Workplace Grievance Letter

Dear [Recipient's Name],

I am writing to formally raise a workplace grievance regarding [brief description of the issue or incident]. I believe it is important to address this matter in order to maintain a healthy and productive work environment.

I have attempted to resolve this matter informally but have been unable to reach a satisfactory resolution. I kindly request that a formal investigation be conducted to address the issue and ensure that appropriate measures are taken to prevent its recurrence.

I appreciate your prompt attention to this matter and request that you keep me informed about the progress of the investigation. I am confident that addressing this grievance will contribute to a more positive and harmonious work environment for all employees.

Sincerely,