

Formal Grievance Letter

Subject: Formal Grievance Regarding Workplace Conduct

Dear [Manager/Supervisor Name],

I am writing to formally raise a grievance concerning an ongoing issue in the workplace. Specifically, [describe the issue clearly, e.g., repeated instances of unfair treatment, harassment, or policy violations].

Despite previous informal attempts to resolve this matter on [dates if applicable], the situation persists, causing [impact on work performance, well-being, or team dynamics].

I request a formal review of this matter and appropriate actions to ensure it is resolved in accordance with company policies. I am willing to provide any necessary documentation or participate in discussions to clarify the situation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

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