

Employee Complaint Letter

Subject: Grievance Concerning Unfair Treatment

Dear [HR Manager/Department Head],

I am writing to bring to your attention a matter that I believe constitutes unfair treatment. On multiple occasions, I have experienced [specific incidents], which I believe violate company policy and workplace fairness standards.

I respectfully request a formal investigation into these occurrences and that steps be taken to prevent further instances. I am available to provide any supporting evidence or documentation as needed.

Thank you for your time and understanding.

Sincerely,

[Your Name]

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