

Official Complaint

Subject: Grievance Concerning Policy Violation

Dear [Manager/HR Department],

I wish to formally report a concern regarding a violation of company policy that occurred on [date(s)].

Specifically, [describe the violation in detail].

I request that this matter be reviewed and appropriate corrective action taken to ensure adherence to company regulations. I am available to provide further information or documentation as required.

Thank you for your prompt attention.

Sincerely,

[Your Name]

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