

# Grievance Procedure Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Formal Grievance Procedure

I am writing to formally express my concerns and initiate the grievance procedure in accordance with [Company/Organization Name]'s established grievance policy, as outlined in the [Employee Handbook/Policy Manual/Contract, etc.]. I believe it is important to address this matter through the proper channels to ensure a fair and transparent resolution.

[Provide a brief description of the grievance, including relevant dates, incidents, and individuals involved. Be factual and concise.]

I have attempted to address this matter informally, but unfortunately, my concerns have not been adequately addressed or resolved. In light of this, I am now formally invoking the grievance procedure to seek a resolution.

As outlined in the company's policy, I request the following steps be taken to address my grievance:

1. **\*\*Submission of Grievance\*\***: This letter serves as the formal submission of my grievance. I request that my concerns be documented and entered into the formal grievance process.

2. **Grievance Meeting**: I kindly request a meeting to discuss my grievance with the appropriate parties. I am open to a mutually agreed-upon date and time for this meeting. During the meeting, I would appreciate the opportunity to present my concerns and provide any supporting evidence.
3. **Investigation and Resolution**: Following the grievance meeting, I request a thorough and impartial investigation into the matter. I trust that all parties involved will be given an opportunity to provide their perspectives and any relevant information.
4. **Communication of Findings**: Upon completion of the investigation, I expect to be informed of the findings and any proposed resolution(s) in a timely manner.
5. **Appeal Process**: If I am dissatisfied with the resolution proposed, I request information about the appeal process, as outlined in the company's grievance policy.

I firmly believe in the importance of a positive and respectful work environment, and I am committed to working towards a resolution that is fair and beneficial for all parties involved.

I appreciate your attention to this matter and look forward to a prompt and equitable resolution.

Please acknowledge receipt of this letter and provide information about the next steps in the grievance procedure.

Thank you for your understanding and cooperation.

Sincerely,

[Your Signature]

[Your Typed Name]

Enclosure: [List any supporting documents you may be including]

CC: [List any relevant parties you wish to copy on the letter]