## **Provisional Grievance Letter**

Subject: Preliminary Grievance Submission

Dear [HR],

I am submitting this letter to notify you of a concern regarding [brief description of issue]. This is a provisional submission to formally document my concern while I gather further information.

I request acknowledgment of this grievance and guidance on the next steps as per the grievance procedure.

Thank you for your attention.

Best regards,

[Employee Name]

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