

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[HR Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [HR Manager's Name],
Subject: Employee Grievance

I am writing to formally express my grievance regarding [briefly describe the issue]. This matter has affected my work environment and overall job performance.

Details of the grievance:

- ****Date of Incident:**** [Date]
- ****Involved Parties:**** [Names or departments involved]
- ****Description:**** [Provide a detailed account of the issue]
- ****Impact:**** [Explain how this has impacted you or your work]

I have attempted to resolve this issue by [mention any previous attempts or discussions regarding the grievance], but unfortunately, the matter remains unresolved.

I kindly request a meeting to discuss this matter further and explore potential resolutions. I believe we can work together to find a satisfactory outcome.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]