

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

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

Dear [Manager's Name],

Subject: Employee Grievance Letter

I am writing to formally express my concerns regarding [briefly describe the issue or grievance].

Details of the Grievance:

- Description of the issue: [provide a clear explanation]
- Date(s) of occurrence: [list relevant dates]
- Individuals involved: [mention names if applicable]
- Impact on work environment: [explain how the issue has impacted you or your work]

I believe that addressing this issue is essential for maintaining a positive work environment and productivity. I kindly request that we discuss this matter at your earliest convenience.

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

Sincerely,

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