

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

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

Dear [Manager's Name],

Subject: Workplace Grievance

I am writing to formally express my grievance regarding [briefly state the issue, e.g., "a recent incident involving harassment," "discrimination," "poor working conditions," etc.]. This issue has been affecting my work environment and overall well-being.

Details of the grievance are as follows:

- Description of the issue: [Provide a detailed explanation of the grievance]
- Dates and times of incidents: [List relevant dates and times]
- Individuals involved: [Name any involved parties]
- Supporting evidence: [Mention any relevant documentation or witnesses]

I believe it is important to address this matter to ensure a positive and productive workplace. I kindly request a meeting to discuss this issue further and explore possible resolutions.

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

Sincerely,

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