

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

[Labour Department Name]
[Department Address]
[City, State, Zip Code]
Subject: Grievance Filing

Dear [Labour Department Official's Name],
I am writing to formally file a grievance regarding [briefly state the issue, e.g., unfair treatment, unsafe working conditions, wage disputes] that I have encountered while employed at [Company Name] as a [Your Job Title].

Details of the grievance are as follows:

1. ****Description of the Issue:****

[Provide a detailed description of the grievance, including specific dates, incidents, and individuals involved.]

2. ****Attempts to Resolve:****

[Outline any steps you have taken to resolve the issue internally, such as speaking with a supervisor or HR.]

3. ****Impact on Employment:****

[Describe how this issue has affected your work conditions or employment status.]

I request that the [Labour Department Name] investigate this matter and assist in resolving my grievance. I am hopeful for a prompt response as this situation is affecting my [emotional well-being, financial situation, etc.].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]