

[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: Employee Grievance Submission

I am writing to formally submit a grievance regarding [briefly state the nature of the grievance].

Details of the grievance:

- **Date of incident:** [date]
- **Involved parties:** [Names/Position of individuals involved]
- **Description of the issue:** [Provide a detailed account of the grievance, including any relevant facts, witnesses, and previous attempts to resolve the matter]

I believe that this situation affects not only me but could potentially impact the overall workplace environment. I kindly request that you review this matter and take appropriate action.

I appreciate your attention to this issue and look forward to your prompt response.

Sincerely,

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