

Your Name:

Job Title:

Department:

Date:

Recipient Name (e.g., Manager or HR):

Their Position:

Department:

Subject: Workplace Grievance Letter

Dear [Recipient Name],

I am writing to formally raise a grievance concerning the following issue(s):

Description of Grievance:

Steps Taken to Resolve the Issue (if any):

Resolution Sought:

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

Yours sincerely,
