

**Your Name:**

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**Job Title:**

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**Department:**

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**Date:**

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

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**Their Position:**

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**Department:**

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**Subject: Workplace Grievance Letter**

**Dear [Recipient Name],**

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

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**Description of Grievance:**

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**Steps Taken to Resolve the Issue (if any):**

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**Resolution Sought:**

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

Yours sincerely,

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