

# Performance Appraisal Grievance Report

## Employee Information

**Employee Name:**

**Employee ID:**

**Department:**

**Designation:**

**Appraisal Period:**

## Grievance Details

**Date of Appraisal:**

**Summary of Grievance:**

**Detailed Description:**

## Supporting Documents (if any)

**List of Attached Documents:**

## Actions Requested

**What Resolution is Sought?****Employee Declaration**

I hereby declare that the information provided above is accurate to the best of my knowledge.

**Employee Signature:****Date:****HR/Management Use Only**

Received By	Date Received	Action Taken	Date of Resolution

**Remarks:**