

Bullying in the Workplace Grievance Example

Employee Details

Name: [Your Name]

Department: [Your Department]

Position: [Your Position]

Date: [Date]

Recipient

To: [Manager/Human Resources]

Subject

Formal Grievance: Workplace Bullying Complaint

Description of Incident(s)

I am writing to formally raise a grievance concerning repeated acts of bullying that I have experienced in the workplace. The incidents have affected my wellbeing and my ability to carry out my role.

- On [date], [Name of perpetrator] made derogatory remarks about my work in front of colleagues.
- On [date], I was intentionally excluded from team meetings relevant to my work.
- On multiple occasions, [Name of perpetrator] has raised their voice and made threats regarding my employment status without cause.

Impact

These incidents have caused emotional distress and have undermined my confidence at work. I have experienced anxiety and decreased job satisfaction, as well as difficulty concentrating on my duties.

Action Requested

I respectfully request that the matter be promptly investigated according to company policy. I am seeking resolution and assurance that such behavior will not continue, as well as support for my wellbeing.

Supporting Documents

I have attached emails and notes documenting the incidents described above.

Signature: _____

Date: _____