

[Your Name]
[Your Job Title]
[Department, if applicable]
[Your Contact Information]

[Date]

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]

Re: Formal Grievance Letter – Unfair Treatment

Dear [Recipient Name],

I am writing to formally submit a grievance regarding what I believe to be unfair treatment in the workplace.

On [specific date(s)], I experienced the following incident(s):

[Describe in clear, factual detail the specific actions, events, or behaviors that you believe constitute unfair treatment. Be concise and objective.]

I believe this treatment is unfair because [explain why you consider the treatment unfair, referencing any relevant policies, laws, or ethical standards].

I have attempted to resolve this matter informally by [describe any actions you have taken to address the issue directly, if applicable], but unfortunately the situation remains unresolved.

I respectfully request that this grievance be formally investigated in accordance with company procedures. I am seeking [state the outcome or resolution you are requesting, e.g., a formal apology, corrective action, mediation, etc.].

Please let me know if you require any further information. I appreciate your attention to this matter and look forward to a prompt response.

Yours sincerely,

[Your Name]