**1. Grievance Letter for Unfair Treatment**

**[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]**

**[Recipient’s Name]  
HR Manager, Human Resources Department  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]**

**Dear [Recipient’s Name],**

I am writing to formally raise a grievance concerning the unfair treatment I have been experiencing at work. Over the past few months, I have been consistently assigned more work than my colleagues, despite having the same role and responsibilities. Additionally, I have been excluded from important meetings, which has affected my ability to perform my duties effectively.

This situation has caused me significant stress and has impacted my job satisfaction. I kindly request an investigation into this matter and appropriate action to ensure fair treatment.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]

**2. Grievance Letter for Workplace Harassment**

**[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]**

**[Recipient’s Name]  
HR Manager, Human Resources Department  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]**

**Dear [Recipient’s Name],**

I am writing to formally raise a grievance regarding ongoing harassment I have experienced at work. Since [date], I have been subjected to bullying and offensive comments by [Name of Person]. This behavior has created a hostile work environment and has affected my ability to perform my job.

I request that this matter be investigated and that steps be taken to stop this harassment immediately. I am also available to discuss this matter further if needed.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]

**3. Grievance Letter for Discrimination**

**[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]**

**[Recipient’s Name]  
HR Manager, Human Resources Department  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]**

**Dear [Recipient’s Name],**

I am writing to raise a grievance regarding discrimination I believe I have faced due to my [race/gender/age/religion/disability]. On several occasions, I have been passed over for promotions and have received less favorable treatment compared to my colleagues, despite my qualifications and performance.

This situation has made me feel undervalued and has affected my motivation at work. I request an investigation into this matter and appropriate corrective action to prevent further discrimination.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]

**4. Grievance Letter for Policy Violation**

**[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]**

**[Recipient’s Name]  
HR Manager, Human Resources Department  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]**

**Dear [Recipient’s Name],**

I am writing to report a violation of company policies that has been occurring in our department. Specifically, the required safety protocols for [describe the policy, e.g., handling hazardous materials] are not being followed, which has created a dangerous work environment.

I urge you to investigate this issue and ensure that all employees adhere to the company’s safety policies to prevent any accidents or injuries.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]

**5. Grievance Letter for Unresolved Conflict**

**[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]**

**[Recipient’s Name]  
HR Manager, Human Resources Department  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]**

**Dear [Recipient’s Name],**

I am writing to raise a grievance concerning an ongoing conflict with a colleague, [Name of Colleague]. Despite multiple attempts to resolve this issue informally, the conflict has persisted and has now begun to affect my work.

I believe that this matter requires intervention from management to ensure a fair resolution. I am open to discussing the issue further to find a solution that works for all parties involved.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]

**6. Grievance Letter for Unsafe Working Conditions**

**[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]**

**[Recipient’s Name]  
HR Manager, Human Resources Department  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]**

**Dear [Recipient’s Name],**

I am writing to report unsafe working conditions in our department that require immediate attention. Specifically, there are exposed electrical wires in the [location], which pose a serious risk of injury to employees.

I urge you to take immediate action to rectify this situation to ensure the safety of all employees. I am happy to provide further details if needed.

Thank you for your prompt attention to this matter.

Sincerely,  
[Your Name]

**7. Grievance Letter for Unjust Disciplinary Action**

**[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]**

**[Recipient’s Name]  
HR Manager, Human Resources Department  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]**

**Dear [Recipient’s Name],**

I am writing to formally raise a grievance regarding the disciplinary action taken against me on [date]. I believe that the warning I received was unjustified, as the incident in question was beyond my control.

I respectfully request that this disciplinary action be reviewed and reconsidered. I am available to discuss the matter further and provide additional context if needed.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]

**8. Grievance Letter for Unpaid Wages or Benefits**

**[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]**

**[Recipient’s Name]  
Payroll Department  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]**

**Dear [Recipient’s Name],**

I am writing to bring to your attention an issue with my wages for the pay period ending on [date]. I have noticed that I was not paid for the overtime hours I worked during this period, which amounts to [number of hours] hours.

I request that this matter be corrected as soon as possible and that the missing wages be included in my next paycheck. I appreciate your prompt attention to this issue.

Thank you.

Sincerely,  
[Your Name]

**9. Grievance Letter for Poor Working Environment**

**[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]**

**[Recipient’s Name]  
HR Manager, Human Resources Department  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]**

**Dear [Recipient’s Name],**

I am writing to raise a grievance regarding the working environment in our office. Specifically, the temperature in the office is consistently too cold, which has made it difficult for me and my colleagues to focus on our work.

I kindly request that the office temperature be adjusted to a more comfortable level to improve the working conditions for all employees.

Thank you for your consideration.

Sincerely,  
[Your Name]

**10. Grievance Letter for Retaliation for Reporting Issues**

**[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]**

**[Recipient’s Name]  
HR Manager, Human Resources Department  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]**

**Dear [Recipient’s Name],**

I am writing to formally raise a grievance concerning retaliation I have experienced since reporting an issue on [date]. Since making the report, I have noticed a significant change in my treatment, including being excluded from meetings and receiving negative feedback without justification.

I believe this retaliation is a direct result of my initial report, and I request an investigation into this matter to ensure that I am not unfairly penalized for speaking up.

Thank you for your attention to this serious matter.

Sincerely,  
[Your Name]