

Subject: Formal Grievance Submission Regarding Unfair Treatment

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally submit a grievance concerning the unfair treatment I have been experiencing in my role as [Your Position] here at [Company Name].

Over the past few months, I have noticed several instances where [describe specific unfair treatment--such as being overlooked for a promotion, inequitable workload distribution, or lack of necessary support/resources]. This has not only impacted my morale but has also affected my productivity and job satisfaction.

I have always strived to perform my duties to the best of my ability and have made efforts to address these concerns informally. Unfortunately, these attempts have not led to any resolution, compelling me to take this formal step for the sake of clarity and fairness.

I kindly request a meeting at your earliest convenience to discuss this matter and explore potential solutions. I am eager to resolve these issues amicably and continue to contribute positively to our team.

Thank you for your attention to this serious matter. I look forward to your understanding and support.

Warm regards,

[Your Name]

[Your Position]

[Contact Information]