Grievance Letter

[Your Name]

[Date]

[Recipient Name]

[Street Address] [City, ST ZIP Code]

Dear Sam,

Hope this letter finds you in the best of your health.

I was thinking to raise one of my concerns during the Friday meeting. But I guess, I can’t wait for that long. My supervisor, Maria was a wonderful person. But lately, she has been very weird to me and other people in the department. She has been playing politics around, which is making my staff very demotivated. I have tried to counsel her regarding this but I see no change in her behavior.

Not just politics, she is also breaking the policies of the company. Power and influence can get people turn arrogant. Maria has been using her status for her benefit. She is promoting her friends and other people are just wasting all their efforts and not getting any results. My employees are coming to me with complaints and there is nothing I can do to make them feel better. It would be great if we could think a resolution to this problem soon.

With thanks