Grievance Letter

[Your Name]

[Date]

[Recipient Name]

[Street Address] [City, ST ZIP Code]

Dear Caterina,

Hope you’re enjoying the new weather these days.

It’s been long since we had a meeting together. I was trying to connect with you. But the overload of work is making it hard. I am facing a very hard time at work these days. You have been my mentor and a great friend. I thought to share it with you.

I have always been an advocate of fair treatment for everyone despite the gender and race. However, I feel that I have been treated unfairly on various occasions. Before every meeting, I keep my suggestions ready, but I am never given the option. This has not only left me hurt rather disappointed and demotivated as well. Like everyone, I have the right to share my concerns. Not having a voice has left me broke. I would want you to work on this and get every employee the right to have an equal voice.

With thanks,

Jacqueline