Grievance Letter

[Your Name]

[Date]

[Recipient Name]

[Street Address] [City, ST ZIP Code]

Dear Sian,

How are you?

I have been trying to catch up with you, chasing you around. But I didn’t get the opportunity to speak to you. I find myself a very hard-working person. Not just my own work, I have always tried to be very supportive of my colleagues as well. I am the one who always volunteers to cover for people absent from work.

As you know, James has left and we did not find a suitable replacement for him yet. This has left me with a lot of work. Even though I have been so helpful towards people, no one has vouched to help me. This overwork is making we work overtime even on weekends as well. This does not mean that I am running away from work. But a little help would be great now.

With thanks

Jamie