
Grievance Letter Against Manager

John Doe

123 Maple Street
Springfield, IL 62701
johndoe@email.com
(555) 123-4567
August 9, 2024

Jane Smith

Human Resources Manager
ABC Corporation
456 Oak Avenue
Springfield, IL 62701

Dear Ms. Smith,

Subject: Formal Grievance Against Manager, Mr. Robert Johnson

I am writing to formally raise a grievance concerning the behavior and conduct of my manager, Mr. Robert Johnson, who is currently supervising my department.

Details of the Incident(s):

1. Date(s) and Time(s):

- **June 15, 2024, at approximately 10:00 AM:** During our weekly team meeting, Mr. Johnson publicly criticized my work in a manner that was both demeaning and unprofessional, which left me feeling humiliated in front of my colleagues.

- **July 20, 2024, at around 2:30 PM:** Mr. Johnson made inappropriate comments about my personal life in front of other team members, which I believe violates the company's policy on respect and privacy.

2. Description of the Incident(s):

- On June 15, 2024, Mr. Johnson questioned my competency in completing a project, stating, "I don't know if you can handle this job," in front of the entire team. This comment was made without prior discussion or any private feedback about the quality of my work.
- On July 20, 2024, Mr. Johnson made a comment regarding my personal situation, saying, "Maybe if you weren't so distracted by your home life, you could do better here," during a team discussion. This comment was unprovoked and unrelated to the work being discussed.

3. Impact on Work Environment:

These incidents have severely affected my morale and productivity. I feel anxious and stressed at work, which has impacted my performance. The environment has become increasingly hostile, and I no longer feel comfortable expressing my thoughts or ideas during meetings.

4. Witnesses:


- **June 15 Incident:** Witnessed by all team members present at the meeting, including [Witness Name], [Witness Name], and [Witness Name].
- **July 20 Incident:** Witnessed by [Witness Name] and [Witness Name].

Previous Attempts to Resolve the Issue:

Before taking this step, I attempted to resolve the issue by speaking directly with Mr. Johnson on July 25, 2024. However, this conversation did not lead to any positive changes, and the behavior has persisted.

Desired Outcome:

I respectfully request that an investigation be conducted into these matters. I would also appreciate a formal apology from Mr. Johnson and a commitment to more respectful



communication moving forward. Additionally, I would like to request a reassessment of my work environment and, if necessary, a change in reporting structure to ensure a more positive and productive workplace.

I trust that this matter will be handled with the utmost confidentiality and that appropriate steps will be taken to address my concerns.

Thank you for your attention to this serious matter. I look forward to your prompt response.

Yours sincerely,

John Doe