

Grievance Letter For Unfair Treatment

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August 9, 2024

Ms. Laura Davis

Human Resources Manager

Tech Innovators Inc.

123 Innovation Drive

Riverdale, CA 90210

Dear Ms. Davis,

Subject: Formal Grievance Concerning Unfair Treatment

I am writing to formally raise a grievance regarding the unfair treatment I have experienced in my position as a Software Developer at Tech Innovators Inc. I believe that I have been subjected to unfair treatment by my team leader, Mr. James Wilson, which has negatively impacted my work environment and professional development.

Details of the Incident(s):

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

- **May 20, 2024:** During a team meeting, Mr. Wilson assigned a high-visibility project to a less experienced colleague, despite my proven track record with similar projects. When I asked why I was not considered, Mr. Wilson did not provide a clear explanation.

- **June 15, 2024:** I was excluded from a training session on new software tools that was offered to other team members, even though I had expressed interest in attending.

2. Description of the Incident(s):

- On May 20, 2024, Mr. Wilson assigned a key project to another colleague who has less experience in the field. Despite my repeated success in handling similar projects, I was not given the opportunity. When I asked Mr. Wilson about the decision, he vaguely mentioned that he wanted to "give others a chance," without acknowledging my qualifications or experience.
- On June 15, 2024, I discovered that a training session on new software tools was scheduled for the team. I had previously informed Mr. Wilson of my interest in this training, yet I was not included in the group. This exclusion has limited my ability to stay current with the latest technologies and has placed me at a disadvantage compared to my peers.

3. Impact on Work Environment:

- These incidents have left me feeling undervalued and demoralized. I have always strived to contribute positively to the team, and this unfair treatment has significantly affected my motivation and job satisfaction. The lack of recognition and equal opportunities has also created a sense of unfairness within the team, impacting overall morale.

4. Witnesses:

- **May 20 Incident:** The team meeting was attended by [Witness Name], [Witness Name], and [Witness Name], who can confirm the details of the project assignment.
- **June 15 Incident:** My exclusion from the training session was discussed in a team-wide email that included [Witness Name] and [Witness Name], who can confirm the communication.

Previous Attempts to Resolve the Issue:

I have attempted to address these concerns directly with Mr. Wilson during a one-on-one meeting on July 1, 2024. However, the discussion did not result in any changes, and I continue to feel unfairly treated.

Desired Outcome:

I request that a formal investigation be conducted to address these issues and ensure that all team members are treated fairly. I would appreciate a review of the project assignment process and the criteria used for training opportunities. Additionally, I request an opportunity to attend the next available training session on the software tools I was previously excluded from.

I trust that this matter will be handled with the appropriate confidentiality and seriousness. I look forward to your prompt response and resolution to these concerns.

Thank you for your attention to this important matter.

Yours sincerely,

Emily Johnson