

To: [Name of Human Resources Representative or Senior Manager]
From: [Your Full Name]
Job Title: [Your Job Title]
Date: [Current Date]

Subject: Formal Grievance Regarding Inappropriate Personal Comments

Dear [Name],

I am writing to lodge a formal grievance regarding the conduct of [Name of Manager/Branch Manager]. This complaint concerns inappropriate personal comments made toward me, which I believe violate company policy and professional standards.

On [Date] at approximately [Time], the following incident(s) occurred at [Location/Branch Department]:

[Provide a factual description of the comments made. Include exactly what was said and the context of the conversation.]

These comments were witnessed by [Name(s) of witnesses, if any].

I find these remarks to be [offensive / derogatory / unprofessional / discriminatory]. This behavior has made me feel [uncomfortable / intimidated / undermined] in my workplace and has created a distressing environment for me to perform my duties.

I have previously [attempted to resolve this informally / not felt comfortable addressing this directly] because [reason]. I am now seeking a formal investigation into this matter to ensure that such behavior is addressed and does not recur.

I would like the following outcome from this grievance: [State desired outcome, e.g., a formal apology, reassignment, or disciplinary action in accordance with company policy].

I look forward to attending a grievance hearing to discuss this matter further. I am aware of my right to be accompanied at this meeting.

Yours sincerely,

[Your Signature]
[Your Printed Name]