

# Grievance Letter for Unfair Treatment

[Sender's Name]

[Sender's Designation]

[Sender's Department]

Date of Letter: Month DD, YYYY

[Recipient's Name]

Department of Human Resources,

Dear Sir / Madam,

I am writing this letter to you to lodge a formal complaint against my manager Mr L, who has been consistently meeting out unfair treatment towards me. I have noticed several time that the credit for my work is attributed to other team members. Whenever I have tried to bring this to his notice, Mr L has avoided the question.

Last week, he went ahead and awarded a colleague whose project has not even started, whereas even after receiving client appreciation, I have been ignored. I cannot continue to deliver in such an environment and request your help to find a solution for the matter.

Thanks and Regards