Abraham

Machine Operator

Department

Mr. John Williams

President

02-06-10

**Re: grievance letter**

Dear John,

I am writing to tell you that I wish to raise a grievance.

I am finding a problem with Peter, the Supervisor. It is an issue relating to Discrimination. I would be happy if you investigate this matter in accordance with the company’s procedure.

The issue is that Peter is very strict on me, compelling me to do most of the chores even though there are other favorite workers of him who are enjoying freedom breaking their rules.

Please let me know your investigation proceedings and when you will be holding a grievance hearing.

I understand that I am entitled to a hearing to discuss this matter; also to be accompanied by another work colleague.

Please reply within 12 days of the date of this letter.

I look forward for the hearing from you.

Thanks and best regards

Yours sincerely

Abraham