Letter Of Grievance

[Name of the Writer]

[Name of the Institution]

Letter Of Grievance

To ABC

Address

Date

Dear Sir/Madam,

**RE: FORMAL LETTER OF GRIEVANCE- DISCRIMINATION AT WORKPLACE**

In line with the grievance procedure please consider this correspondence to constitute a formal letter.

The issue that has compelled me to write this letter of grievance is getting under my skin.

I am a school going student that has to work in order to pay the bills as well as make ends meet. The organization, where I work, has a minimum work input requirement in place. And I am supposed to work 30 hours per week to maintain a full-time job status. However, I am working extra hours than required. I have been working 32 hours and keeping up with school simultaneously. Indeed, it is a daunting task. Nonetheless, I am doing all that is possible to keep a balance between work and school. And I am doing pretty well as far as I am concerned.

However, as the school is coming to an end, I am struggling to meet the newer demands that have been tabled by my supervisor. The supervisor, instead of being supportive and reassuring regarding my decision to finish college, has been discouraging of late. The supervisor is advising me that work comes first and I should put all my focus and dedication into it instead of maintaining a balance and finishing college.

Additionally, there was a meeting scheduled at the office, which I unfortunately missed. The sole reason for not attending the meeting was that I had my finals scheduled. The finals and meeting were clashing each other. My absence has made the supervisor upset. As a result of this absence, I have been forced to work on weekends as well. This change in schedule is bearing serious consequences on my health.

I would like you to please take cognizance of the issue. And address the issue indiscriminately. I also request you to restore my previous work schedule which would give me an opportunity to finish school as well as spend time with the people I have a special place in my life.

From ABC

Address