# Employee Grievance Form

**Purpose:** This form is used by employees to formally report grievances, complaints, or workplace concerns to the Human Resources department for review and resolution. It helps maintain a positive and respectful workplace by allowing employees to express issues or conflicts appropriately and through the proper channel.

## Employee Details

**Full Name:** {employeeName}

**Employee ID:** {employeeId}

**Department:** {department}

**Position/Title:** {position}

**Contact Information:** {contactInfo}

**Date of Submission:** {submissionDate}

## Grievance Details

**Type of Grievance:** {grievanceType}

**Date of Incident:** {incidentDate}

**Location of Incident:** {incidentLocation}

**People Involved:**

{#peopleInvolved}

* {name} - {role}

{/peopleInvolved}

### Description of the Issue

{grievanceDescription}

### Attempts to Resolve

**Have you attempted to resolve the issue?** {attemptedResolution}

{#hasResolutionDetails}**Resolution Attempt Details:** {resolutionDetails}{/hasResolutionDetails}

### Requested Action

{requestedAction}

## Attachments

{#attachments}

* **{fileName}:** {fileDescription}

{/attachments}

## HR Use Only

**Received By:** {receivedBy}

**Date Received:** {dateReceived}

**Follow-up Actions:**

{#followUpActions}

* **{actionDate}:** {actionDescription}

{/followUpActions}

**Status:** {caseStatus}

**Resolution Date:** {resolutionDate}

**Notes:**

{hrNotes}