

HO:FOR:HRD:01

Grievance Form to be filled by (employee)

Mr. Chairman,

I would like to submit the grievance stated below to be reviewed and investigated by your esteemed committee.

Subject of Grievance:

Reasons for the Grievance:

Please be acknowledged that I have submitted my grievance to my Manager Mr. / Mrs. _____ on _____,

I received a reply, but not satisfied with the outcome.

I have not received a reply to this date.

And I have not submitted this grievance to any committee, internal or external, and in the event of discovering otherwise, you have the right to reject my grievance.

Thank you,

Applicant:

Name:

Title.....

Division:

Grade:

Signature:

Date:

This Form will be submitted to the Rapporteur of the Grievances Committee.