**To:** Your Immediate supervisor

**FM:** Your Name

**RE:** **Personal Grievance**

**Date:**

**What:** Tell your story about your incident

**Resolution:** This is the most important part of your grievance. Without a resolution your grievance will be denied. A resolution is what would fix your problem. It is not enough to tell administration you are mad, and they need to fix the problem, you must tell them how you want the problem fixed (AKA. A solution).

Respectfully,

Sign your name