

HR Inquiry Form: Workplace Grievance Submission

This **HR inquiry form** sample is designed to efficiently document workplace grievances, ensuring all concerns are clearly communicated and addressed. It facilitates a structured approach to reporting issues while maintaining confidentiality and professionalism. Utilizing this form helps promote a respectful and supportive work environment.

Employee Information

Full Name

Employee ID (if applicable)

Department

Preferred Contact (Email/Phone)

Grievance Details

Type of Issue

Date of Incident

Location of Incident

Description of Grievance

Describe what happened, including relevant dates, times, people involved, and any steps already taken.

Witnesses (if any)

List names, if applicable

Desired Resolution/Outcome

Explain what you hope to achieve from this inquiry.

Confidentiality & Consent

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I confirm that the information provided above is accurate to the best of my knowledge, and I understand that the details submitted will be kept confidential and used solely for investigation and resolution.

Submit Grievance