

# 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

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