# Employee Grievance Report Form

Employee's Name_____

Job Title_____ Work Location _____

Date (s) grievance occurred: _____

Date reported to Recruiter: _____

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Grievance (describe the condition needing attention):

Have you tried to discuss this with your Recruiter? When? What was the result?

What do you feel should be done to correct the condition?

_____ _____

Signature of Employee Date form was submitted

***Copy to Recruiter*** ***Copy to Employee*** ***Copy to Employee File***