

■ Grievance Complaint Form Template

Ready-to-Use Form for Employee Grievances in Kenyan Workplaces

Prepared by EmmanuelHR

[Your Company Letterhead]

EMPLOYEE GRIEVANCE COMPLAINT FORM

1. Employee Details:

- Full Name: _____
- Employee ID: _____
- Department: _____
- Position: _____
- Contact Number: _____
- Email Address: _____

2. Date of Submission: _____

3. Nature of Grievance (Tick as appropriate):

- ☐ Bullying / Harassment
- ☐ Discrimination
- ☐ Unfair Treatment
- ☐ Salary / Benefits Issue
- ☐ Work Conditions
- ☐ Management Conduct
- ☐ Other (specify): _____

4. Details of Grievance:

(Describe the issue in detail, including dates, names of individuals involved, and any relevant incidents)

5. Attempts Made to Resolve (if any):

(Mention who you spoke to and what was the outcome)

6. Desired Resolution or Outcome:

7. Declaration:

I confirm that the above information is accurate to the best of my knowledge.

Employee Signature: _____ Date: _____

FOR HR USE ONLY

Received By: _____

Date: _____

Action Taken / Remarks: _____

Follow-up Date: _____