

Workplace Concern Reporting

Date: [Insert Date]

To: Human Resources Department

From: [Your Name]

Subject: Reporting Workplace Concern

Dear [HR Manager's Name],

I am writing to formally express my concern regarding a matter that I believe requires immediate attention. The issue pertains to [briefly describe the concern, e.g., workplace safety, harassment, discrimination, etc.], which I have observed on several occasions.

Details of the concern are as follows:

- **Date/Time of Incidents:** [Insert dates and times]
- **Location:** [Insert location]
- **Individuals Involved:** [Insert names or positions if applicable]
- **Description of the Issue:** [Provide a detailed description of the concern]

I believe that this matter not only affects the working environment but also has the potential to impact our team's efficiency and morale. I would appreciate it if HR could look into this matter and take the necessary actions to address it.

Thank you for your attention to this important issue. I am available to discuss this further at your earliest convenience.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]