

Formal Complaint Regarding Workplace Discrimination

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit a complaint regarding instances of discrimination that I have experienced in the workplace. These actions have created an unwelcoming and hostile environment for me.

Details of the incidents are as follows:

- **Date:** [Insert Date]
Description: [Provide a brief description of the incident]
- **Date:** [Insert Date]
Description: [Provide a brief description of the incident]

These incidents have not only affected my work performance but also my mental and emotional well-being. I believe that all employees deserve to be treated with respect and dignity, regardless of [insert relevant discrimination basis, e.g., race, gender, religion].

I urge you to take this matter seriously and investigate the situation promptly. I am hopeful that appropriate action will be taken to address the discrimination and prevent any further occurrences.

Thank you for your attention to this important matter. I look forward to your response.

Sincerely,

[Your Name]