

Internal Discrimination Allegation

Date: [Insert Date]

To: [Name of the Recipient]

Position: [Recipient's Position]

Department: [Recipient's Department]

From: [Your Name]

Position: [Your Position]

Department: [Your Department]

Dear [Recipient's Name],

I am writing to formally raise an allegation of discrimination that I have experienced during my time at [Company/Organization Name]. The details of the incident(s) are as follows:

Date of Incident: [Insert Date]

Location: [Insert Location]

Description of Allegation:

[Provide a detailed account of the incidents, including specific behaviors, language used, and any witnesses if applicable.]

As a [your position], I believe that it is essential for everyone at [Company/Organization Name] to work in an environment that is free from discrimination and bias. I have taken steps to address this matter informally, but I feel that a formal investigation is necessary at this point.

I request that this allegation is taken seriously, and I urge the HR department to conduct a thorough investigation. I am willing to provide any further information needed to assist with this process.

Thank you for your attention to this serious matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Contact Information]