

Notification of Discriminatory Behavior

Date: [Insert Date]

To: [Recipient Name]

[Recipient Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient Name],

I am writing to formally notify you of an incident of discriminatory behavior that occurred on [insert date of incident] at [insert location of incident]. This behavior is unacceptable and goes against the values of our organization.

The individual(s) involved in this incident displayed discriminatory behavior by [describe the behavior in detail, including any relevant context]. This behavior not only affects the individuals targeted but also creates a hostile environment for others.

It is critical that this matter is addressed promptly to ensure the safety and well-being of all employees. I kindly request that you investigate this incident and take appropriate action in accordance with our organization's policies on discrimination and harassment.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]