

Report on Workplace Unfair Treatment

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Report on Unfair Treatment at Workplace

Dear [Manager's Name],

I am writing to formally report a concerning situation regarding unfair treatment that I have been experiencing in the workplace. I believe it is important to address this issue to maintain a positive and productive work environment.

Description of the Issue

On [specific date(s)], I faced the following incidents that I perceive as unfair treatment:

- [Briefly describe the first incident]
- [Briefly describe the second incident]
- [Add any additional incidents]

Impact of the Incidents

The treatment I have received has affected my morale and productivity at work. [Briefly explain how it has impacted your work and overall well-being.]

Request for Action

I kindly request that this matter be investigated and addressed accordingly. I believe it is vital for the team and the organization to uphold values of fairness and respect.

Thank you for taking the time to consider my report. I am confident that with your support, we can resolve this issue effectively.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]