

# Workplace Bias and Discrimination Notice

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notice of Bias and Discrimination Concern

Dear [Recipient's Name],

I am writing to formally express my concern regarding instances of bias and discrimination that I have observed within the workplace. I believe it is crucial to bring these issues to your attention to ensure a safe and inclusive environment for all employees.

Specifically, I would like to highlight the following situations:

- [Describe specific incident 1]
- [Describe specific incident 2]
- [Describe specific incident 3]

These behaviors not only affect the individuals involved but also undermine the values of our organization. I urge you to take this matter seriously and to consider implementing measures to address bias and discrimination in our workplace.

Thank you for your attention to this important issue. I am hopeful for a prompt response and appropriate actions to ensure a respectful workplace for everyone.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]