

Workplace Safety Complaint

Date: [Insert Date]

To: [Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally raise a concern regarding safety conditions in our workplace. On [insert date of incident or observation], I noticed that [describe the specific safety issue, e.g., "the storage area for hazardous materials is not properly labeled and poses a risk to employees"].

Despite my previous verbal attempts to address this issue with [insert details, e.g., "the team," "maintenance department," etc.], no action has been taken, and I believe this may lead to [describe potential hazards, e.g., "injuries, accidents, or legal liabilities"].

I urge you to look into this matter at your earliest convenience to ensure the safety and well-being of all employees in our workplace. I am willing to discuss this issue further if needed.

Thank you for your attention to this important matter.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]