

# Anti-Discrimination Policy Violation Report

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Department: [Recipient's Department]

Company: [Company Name]

## Subject: Report of Anti-Discrimination Policy Violation

Dear [Recipient's Name],

I am writing to formally report a violation of the anti-discrimination policy that was observed on [Insert Date of Incident]. The details of the incident are as follows:

### Details of the Incident

**Location:** [Specify Location]

### Individuals Involved:

- [Name of Individual 1]
- [Name of Individual 2]

### Description of Incident:

[Provide a detailed account of the incident, including what happened, the context, and any relevant remarks or actions taken.]

### Impact of the Incident

[Describe how the incident affected you or others, including emotional, psychological or professional impacts.]

### Attached Evidence

[Mention any attached evidence such as emails, screenshots, or witness statements that support your claim.]

As per the company's anti-discrimination policy, I request that this matter be investigated promptly and appropriate actions be taken to address the situation.

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

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]