

Employee Complaint Regarding Discrimination

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[HR Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [HR Manager's Name],

I am writing to formally express my concerns regarding discriminatory treatment I have experienced in the workplace. I believe these actions have violated my rights and have created a hostile work environment.

On [specific dates], I encountered the following situations that I feel reflect discrimination based on [specific basis, e.g., race, gender, etc.]:

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

These incidents have not only affected my work performance but have also caused me significant emotional distress. I kindly request an investigation into these matters and appropriate steps to address this issue.

Thank you for your attention to this serious matter. I hope to discuss this issue further at your earliest convenience.

Sincerely,

[Your Name]