

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Human Resources Department
Company Name
Company Address
City, State, Zip Code

Dear [Human Resources Manager's Name],

I am writing to formally file a complaint regarding a violation of my privacy within the workplace. It has come to my attention that [describe the incident or nature of the privacy violation], which I believe constitutes a serious breach of my privacy rights.

On [specific date], [provide details of the incident, including what occurred and any relevant witnesses or evidence]. This violation has caused me [mention any emotional distress, loss of trust, or other impacts resulting from the violation].

I hope that the company will take this matter seriously and conduct a thorough investigation. I request that appropriate actions be taken to address this issue and to ensure that such violations do not happen in the future.

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

Sincerely,
[Your Name]