

Formal Complaint of Discrimination

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding instances of discrimination I have experienced in the workplace at [Company's Name]. As an employee in the [Your Department/Position] since [Your Start Date], I have witnessed and experienced behaviors that I believe are in violation of [Company's Name] discrimination policy.

Specifically, I would like to bring to your attention the following incidents that have contributed to a hostile work environment:

- [Describe the first incident, including dates, people involved, and details.]
- [Describe the second incident, including dates, people involved, and details.]
- [Describe any additional incidents as necessary.]

These experiences have affected my well-being and ability to perform my job effectively. I believe it is crucial for the company to address these issues to ensure a fair and respectful workplace for all employees.

I request an investigation into this matter and the implementation of appropriate actions to remedy the situation. I am willing to discuss this in further detail and provide any additional information needed.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]