

# Employee Complaint Registration

**Date:** [Insert Date]

**To:** [Manager's Name]

**Department:** [Department Name]

**From:** [Employee's Name]

**Employee ID:** [Employee ID]

**Subject:** Complaint Registration

## Complaint Details

I am writing to formally register a complaint regarding [provide a brief description of the issue]. This issue has been affecting my work environment and overall job performance.

### Details of the Complaint

- **Date of Incident:** [Insert Date]
- **Location:** [Insert Location]
- **Individuals Involved:** [List Names or Departments]
- **Description:** [Provide a detailed description of the incident]

### Desired Resolution

I would appreciate it if you could investigate this matter and provide a solution that addresses my concerns.

## Signature

Sincerely,  
[Employee's Name]  
[Contact Information]