

Incident Complaint Letter

Date: [Insert Date]

To,
Human Resources Department
[Company Name]
[Company Address]

Dear [HR Manager's Name],

I am writing to formally report an incident that occurred on [insert date of incident] involving [briefly describe individuals involved or mention your position if necessary].

The incident took place at [insert location of incident]. The details of the incident are as follows:

- [Detail 1]
- [Detail 2]
- [Detail 3]

This incident has caused [mention any impact on you/your work], and I believe it is important for HR to be aware of this situation.

I would appreciate it if you could investigate this matter and take appropriate actions to ensure a safe and respectful workplace for all employees.

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

Sincerely,
[Your Name]
[Your Job Title]
[Your Contact Information]