

Formal Complaint of Workplace Discrimination

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit a complaint regarding an incident of workplace discrimination that I experienced at [Company Name] on [Date of Incident]. I believe this incident violates [specific laws or company policies related to discrimination].

On the mentioned date, I [describe the incident briefly, including details such as location, parties involved, and what occurred]. This behavior has not only affected my ability to work effectively but has also created a hostile work environment.

As a result of this incident, I kindly request that [state any specific action you wish to be taken, such as an investigation, meeting, etc.]. I believe it is important to address this issue promptly to ensure a safe and equitable workplace for all employees.

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

Sincerely,

[Your Name]