

Employee Discrimination Report

Date: [Insert Date]

To: [Insert Supervisor's Name]

From: [Insert Your Name]

Department: [Insert Your Department]

Subject: Report of Discrimination

Dear [Supervisor's Name],

I am writing to formally report an incident of discrimination that I have experienced in the workplace. The details are as follows:

Incident Description:

[Provide a detailed description of the incident(s), including dates, times, locations, and individuals involved.]

Impact:

[Explain how the discrimination has affected you personally and professionally.]

Witnesses:

[List any witnesses to the incident if applicable.]

Desired Outcome:

[State what you would like to see happen as a result of this report.]

Thank you for taking the time to address this serious matter. I look forward to your prompt response.

Sincerely,

[Insert Your Name]

[Your Position]

[Your Contact Information]