

Employment Discrimination Complaint

Date: [Insert Date]

[Your Name]

[Your Address] [City, State, Zip Code]

[Your Email] [Your Phone Number]

[Employer's Name]

[Company's Address] [City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally lodge a complaint regarding an incident of employment discrimination I experienced while working at [Company Name].

On [Date of Incident], I encountered [describe the incident, including what occurred, any relevant details, and the individuals involved]. I believe that this treatment was discriminatory based on [specify the discrimination basis: race, gender, age, etc.].

Despite my efforts to address this issue internally by [mention any prior communications or actions taken, if applicable], I feel that my concerns have not been adequately addressed. This experience has created a hostile work environment for me.

I expect a thorough investigation into this matter and would appreciate a response informing me of the steps that will be taken. I believe that a workplace should be free from discrimination and I hope that [Company Name] will take this matter seriously.

Thank you for your immediate attention to this important issue.

Sincerely,

[Your Name]