

Workplace Bias Complaint

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

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

Dear [Manager's Name],

I am writing to formally express my concerns regarding incidents of bias that I have recently experienced in the workplace. I believe these incidents not only affect my performance but also contribute to a toxic work environment.

The incidents occurred on [specific dates], when [describe the events, including who was involved, what happened, and why it feels biased]. I have observed a pattern of behavior that suggests a biased treatment based on [mention the basis of bias, e.g., race, gender, age, etc.].

I have documented these incidents in detail and am willing to provide further evidence if required. It is important to me and to the integrity of our workplace that this issue is addressed promptly.

I believe in our company's commitment to diversity and inclusion, and I hope that we can work together to rectify this situation. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,
[Your Name]