

Documentation of Discrimination Case

Date: [Insert Date]

To: [Employer's Name/HR Department]

From: [Your Name]

Subject: Documentation of Workplace Discrimination

Dear [Employer's Name/HR Department],

I am writing to formally document my concerns regarding incidents of discrimination I have experienced in the workplace. Below are the details of the situation:

Incident Details

- **Date of Incident:** [Insert Date]
- **Location:** [Insert Location]
- **Description of Incident:** [Provide a detailed description of what occurred]
- **Witnesses:** [List any witnesses to the incident]

Impact

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

Actions Taken

[Outline any steps you have taken so far regarding this issue, including discussions with supervisors or HR representatives.]

Request for Resolution

I would appreciate your attention to this matter and request a meeting to discuss it further. I am hopeful for a resolution that will foster a more inclusive and respectful workplace.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]