

Notification of Discrimination

Date: [Insert Date]

To: [HR Manager's Name]

From: [Your Name]

Subject: Notification of Discrimination

Dear [HR Manager's Name],

I am writing to formally notify you of an incident of discrimination that I have experienced in the workplace. This incident occurred on [insert date] and involved [briefly describe the individual(s) involved and the nature of the discrimination, e.g., based on race, gender, sexual orientation, etc.].

I believe this treatment is both unfair and unjust, and it has affected my work environment significantly. I request that a formal investigation is conducted into this matter in accordance with company policy.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]