

Equal Opportunity Employment Complaint

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to formally raise a complaint regarding an incident of discrimination I have experienced in the workplace, which I believe violates equal opportunity employment laws.

On [Insert Date of Incident], I experienced [describe the incident, including details such as who was involved, what happened, and your feelings about it].

I believe this incident reflects a pattern of [explain any related patterns or previous incidents]. This behavior has created a hostile work environment and is impacting my ability to perform my job effectively.

I kindly request that you investigate this matter promptly, as it is crucial for ensuring a fair and inclusive workplace. I would appreciate a response within [insert a reasonable timeframe].

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]