

# Equal Opportunity Employment Discrimination Report

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Employment Discrimination Report

Dear [Recipient's Name],

I am writing to formally report an incident of employment discrimination that I have experienced at [Company/Organization Name]. The details of the incident are as follows:

## Incident Details

**Date of Incident:** [Insert Date]

**Location:** [Insert Location]

**Description of Incident:** [Provide a detailed description of the incident, including individuals involved and any witnesses]

## Discrimination Basis

The discrimination I encountered was based on the following protected characteristic(s): [e.g., race, gender, age, religion, disability, etc.].

## Request for Investigation

I kindly request that you investigate this matter in accordance with the company's equal opportunity employment policies. I would appreciate a follow-up regarding the steps that will be taken to address this issue.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]