

Whistleblower Concern Report

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company/Organization: [Company/Organization Name]

Dear [Recipient's Name],

I am writing to formally report a concern that I believe warrants immediate attention. My intention in doing so is to ensure that appropriate actions are taken to address the matter while also ensuring that I am protected under the whistleblower protections as outlined in [relevant law/organization policy].

Details of the Concern:

[Provide a detailed description of the concern, including any relevant dates, locations, individuals involved, and any other pertinent information.]

I believe that this situation poses a risk to [explain the potential impact, e.g., health, safety, legal compliance, etc.] and I feel it is my responsibility to bring it to your attention.

As per the policy on whistleblower protection, I request that this report remains confidential and that I do not face any form of retaliation for coming forward with this information. I trust that this issue will be handled promptly and with the seriousness it deserves.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]