

# Formal Complaint of Workplace Discrimination

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit a complaint regarding discrimination I have experienced in the workplace. I believe that I have been treated unfairly due to [specify the grounds of discrimination, e.g., race, gender, age, etc.].

On [insert date or dates of incidents], [briefly describe the incidents, including who was involved, what happened, and any witnesses]. This treatment has created a hostile work environment for me, affecting my performance and well-being.

According to company policy and federal law, such treatment is unacceptable. I respectfully request that an investigation be conducted into this matter. I am hopeful for a resolution that ensures a fair and respectful workplace for all employees.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]