

Formal Complaint of Gender Discrimination

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding instances of gender discrimination that I have experienced at [Company/Organization Name]. I believe that these occurrences violate both company policy and my rights under applicable anti-discrimination laws.

On [insert date(s)], I experienced [describe specific incidents, including dates, times, and any witnesses if applicable]. This treatment has created a hostile work environment and has impacted my ability to perform my duties effectively.

Despite my efforts to address these issues informally by [mention any steps taken, such as speaking to a supervisor], the situation has not improved. Therefore, I feel compelled to escalate this matter formally.

I request an immediate investigation into these incidents and appropriate remedial actions to address the discriminatory practices within the workplace. Please let me know how you plan to proceed with this matter and the timeline for your investigation.

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

Sincerely,
[Your Name]