

Formal Complaint Regarding Violation of Employee Rights

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally lodge a complaint regarding a violation of my rights as an employee at [Company Name]. I believe that my rights have been compromised in the following manner:

[Describe the specific incident(s) that led to the complaint, including dates, locations, and individuals involved.]

This violation of my rights has made it increasingly difficult for me to perform my duties and has caused me significant distress. I have made efforts to address this matter informally, but I feel that a formal complaint is necessary to ensure that it is taken seriously and resolved appropriately.

I respectfully request that you investigate this matter promptly and take the appropriate action to rectify the situation. I am willing to discuss this further and provide any additional information needed to support my claim.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]