

Whistleblower Reporting Procedure

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Title]

Department: [Recipient Department]

Dear [Recipient Name],

I am writing to formally report a concern regarding [briefly describe the issue or misconduct]. This incident occurred on [insert date or timeframe] at [location or department].

The nature of the concern includes [provide details about the behavior, actions, or events that prompted this report]. This behavior is concerning as it [explain why it is a problem or violation of policy].

As a whistleblower, I wish to highlight the importance of maintaining confidentiality and protecting my identity. I trust that this report will be handled discreetly and with the utmost professionalism as per the organization's whistleblower protection policy.

Despite the difficulties involved in reporting this matter, I believe it is vital to bring it to your attention for the welfare of [mention the impacted parties or ethical standards].

Thank you for taking the time to consider my report. I am open to discussing this matter further if it is deemed necessary. Please let me know if you require additional information or clarification.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]