

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

Subject: Formal Complaint Regarding Workplace Issues

I am writing to formally address a concern that I have been experiencing at [Company's Name]. Despite my best efforts to resolve this matter informally, I feel it is necessary to bring it to your attention in order to find a resolution.

The issues I have encountered include:

1. [Briefly describe the first issue - e.g., inappropriate behavior, lack of resources, etc.]
2. [Briefly describe the second issue, if applicable.]
3. [Continue listing any additional issues as needed.]

These issues have not only affected my ability to perform my job effectively but have also created a challenging work environment. I believe it is important for everyone at [Company's Name] to feel safe and supported in their roles.

I would appreciate the opportunity to discuss this matter further and explore possible solutions. Thank you for your attention to this serious issue. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]