

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

[HR Department Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [HR Manager's Name],
Subject: Formal Complaint

I am writing to formally address a complaint regarding [briefly describe the issue]. On [date of incident], [provide specific details about the situation, including relevant names, dates, and actions taken].

Despite my efforts to resolve this matter [mention any steps you've taken], the issue persists and continues to affect my [work environment/ job performance/ mental well-being].

I kindly request your assistance in addressing this matter promptly. I believe that [suggest any potential resolutions or outcomes you seek]. Thank you for your attention to this serious issue. I look forward to your response.

Sincerely,
[Your Name]
[Your Job Title]