

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

Office of Employment Complaints

[Office Address]
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Complaint Regarding Employment Dispute

I am writing to formally lodge a complaint regarding an employment issue I have encountered at [Company Name] where I am currently employed as [Your Position]. The nature of my complaint is as follows:

1. ****Description of Complaint****:

[Briefly describe the nature of your complaint, including specific incidents, dates, and parties involved.]

2. ****Impact on Employment****:

[Explain how this issue has affected your role, work environment, or overall employment situation.]

3. ****Previous Actions Taken****:

[Detail any steps you have already taken to resolve this issue internally, including conversations, meetings, or official communications.]

4. ****Requested Resolution****:

[State what you are seeking as a resolution to your complaint.]

I appreciate your attention to this matter and look forward to your prompt response. Enclosed with this letter are supporting documents that detail my complaint.

Sincerely,

[Your Name]
[Your Job Title] (if applicable)
[Enclosures: List of documents]