

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

Office of Employment Complaints

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

Dear [Recipient's Name],

Subject: Formal Complaint Regarding Employment Issue

I am writing to formally lodge a complaint regarding [briefly describe the situation or issue, e.g., workplace discrimination, wrongful termination].

[Provide a detailed account of the situation, including dates, specific incidents, and any relevant documentation or evidence you possess.]

I believe that my rights have been violated as per [mention relevant laws or regulations, if applicable]. I have attempted to resolve this matter directly with [name of the employer or organization, if applicable], but unfortunately, my efforts have not resulted in a satisfactory resolution.

I kindly request that the Office of Employment Complaints investigate this matter further and assist in reaching an appropriate resolution.

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

Sincerely,

[Your Name]

[Your Job Title, if applicable]