

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

[HR Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [HR Manager's Name],

Subject: Formal Complaint Regarding [Issue/Incident]

I am writing to formally express my concerns regarding [specific issue or incident] that occurred on [date] at [location or context of the incident].

[Provide a brief description of the issue, including relevant details such as individuals involved, specific dates, times, and any previous discussions or attempts to resolve the matter.]

This situation has made me feel [explain how the issue has affected you, both professionally and personally]. I believe it is important to address this for the sake of [mention any broader implications, such as workplace culture, teamwork, etc.].

I kindly request that you investigate this matter and take appropriate action to address my concerns. I am open to discussing this issue further and can provide additional details if needed.

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

Sincerely,

[Your Name]
[Your Job Title]