

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

National Labor Relations Commission

[Address of the NLRC office]
[City, State, ZIP Code]

Subject: Complaint for [Specify Nature of the Complaint]

Dear Sir/Madam,

I am writing to formally file a complaint against [Name of Employer/Organization] regarding [briefly state the issue, e.g., unfair labor practices, wrongful termination, etc.].

Details of the Complaint:

1. ****Name of Employee(s) Involved:**** [Employee Name(s)]
2. ****Position:**** [Employee Position]
3. ****Date of Incident:**** [Date]
4. ****Facts of the Case:****
 - [Describe the incident or issue clearly and concisely, including relevant dates, events, and interactions.]
 - [Include any evidence or documentation that supports your claim.]
5. ****Previous Actions Taken:****
 - [Outline any steps you have taken to resolve the issue, such as informing a supervisor, HR, or filing a grievance.]

I believe that my rights as an employee have been violated based on [specific laws or regulations]. I am requesting that the NLRC investigate this matter and take appropriate action.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position, if applicable]