

Informal Complaint Regarding Workplace Issues

Subject: Concern About Workplace Issues

Hi [HR Representative Name],

I am reaching out to express concern regarding [specific issue, e.g., excessive workload, unprofessional behavior from a colleague]. While I have tried resolving this informally, it persists.

I would appreciate any guidance or support HR can provide to resolve this matter amicably.

Thanks,

[Your Name]

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