

Safety Concern Complaint Template

Subject: Complaint Regarding Safety Negligence

Dear [Manager/HR Name],

I am writing to report repeated unsafe practices observed by [Colleague Name] in the workplace.

These actions, including [describe behavior], put both staff and company property at risk.

I request immediate review and corrective measures to ensure workplace safety. Documentation and evidence are available if needed.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Department/Position]

[Contact Information]

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