

Informal Email Complaint

Subject: Workplace Concerns

Hi [HR Manager / Supervisor Name],

I want to bring to your attention some concerns I have regarding the work environment in my department. On multiple occasions, [describe incidents briefly] have made the workplace uncomfortable and stressful for me.

I hope we can address these issues and find a solution to ensure a positive work environment.

Please let me know when we can meet to discuss this.

Thank you for your attention,

[Your Name]

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