Complaint Letter About Discrimination

Subject: Formal Complaint Regarding Discrimination

Dear [HR Director/Manager's Name],

I am writing to lodge a formal complaint about discriminatory treatment that I have experienced in the workplace. Specifically, I have been subjected to [type of discrimination: gender, race, religion, etc.], resulting in [describe impact—missed opportunities, hostile environment, etc.].

I believe such conduct violates both company policy and employment law. I request that this issue be investigated confidentially and that appropriate corrective measures be taken to ensure fairness and inclusion.

I trust that my concerns will be handled professionally and respectfully.

Sincerely,

[Your Name]

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