

Employment Legal Complaint Letter

Subject: Complaint Regarding Workplace Issue

Dear [HR Manager/Employer Name],

I am formally submitting a complaint regarding [issue, e.g., harassment, wrongful termination, wage dispute] occurring in my workplace. Despite raising the matter informally on [dates], no corrective action has been taken.

I request an immediate investigation and appropriate resolution according to employment laws and company policy. Please confirm receipt of this letter and provide a timeline for action.

Sincerely,

[Your Name]

[Job Title]

[Department]

[Contact Information]

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