

Formal Complaint Letter for No Response from HR Department

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[HR Manager's Name]
Human Resources Department
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Formal Complaint Regarding Lack of Response from HR Department

Dear [HR Manager's Name],

I am writing to formally bring to your attention my concern regarding the absence of a response from the Human Resources department concerning [briefly state the matter, e.g., my job application dated [date]/my previous inquiries regarding workplace issues/clarification on company policies]. Despite my previous attempts to reach out via [email/phone/in-person, specify dates if possible], I have yet to receive any feedback or acknowledgment.

As effective communication is pivotal for a harmonious work environment, I respectfully request timely attention and a response to my pending matter. I believe this issue deserves prompt consideration, and I am confident that your intervention will help resolve it satisfactorily.

Kindly confirm receipt of this letter and provide an estimated timeline for a response. Please let me know if any additional information is required from my end to expedite the process.

I appreciate your attention to this matter and look forward to your prompt reply.

Sincerely,
[Your Name]