

[Your Name]
[Your Job Title]
[Department]
[Email Address]
[Today's Date]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

Subject: Formal Complaint Regarding Unfair Manager Behavior

Dear [Recipient's Name],

I am writing to formally bring to your attention a concern regarding unfair treatment I have experienced from my manager, [Manager's Name], and to request your assistance in resolving this matter.

Over the past [duration], I have observed and experienced several instances of behavior from [Manager's Name] that I believe are unfair and contrary to the values of our organization. For example:

- On [specific date], I was publicly criticized in a team meeting for an error, whereas similar mistakes by others were addressed privately.
- Despite my consistently strong performance, I have been repeatedly passed over for project opportunities which were instead given to less qualified team members without clear justification.
- I have noticed differential treatment in how work assignments and feedback are provided, which has contributed to a negative work environment and has affected my morale and productivity.

I believe these actions constitute unfair and biased management practices. This ongoing behavior not only affects me personally, but I have also heard similar concerns from other team members, which may indicate a broader pattern impacting our team.

To address these issues constructively, I would suggest the following actions:

- Initiate a mediation session between myself, [Manager's Name], and a neutral HR representative to openly discuss these concerns and seek resolution.
- Consider providing management training focused on fair leadership and communication for [Manager's Name].
- Conduct an internal review or investigation into the broader team dynamics to ensure equity and adherence to company policies.

I am committed to contributing positively to our team and the organization, and I believe addressing these concerns will foster a more respectful and equitable workplace for all. Thank you for your attention to this matter. I am happy to provide further details and participate in any necessary discussions to help resolve these issues.

Sincerely,
[Your Name]