

# Complaint Letter for Unfair Treatment at Work

[Your Name]  
[Your Position]  
[Department]  
[Date]

[Recipient's Name]  
[Recipient's Title/Position]  
[Company/Organization Name]  
[Company Address]

Subject: Formal Complaint Regarding Unfair Treatment at Work

Dear [Recipient's Name],

I am writing to formally express my concerns regarding a series of instances of unfair treatment that I have encountered in the workplace. I believe that these actions constitute discrimination, bias, and a breach of the company's commitment to ensuring a respectful and equitable working environment for all employees.

## Details of Unfair Treatment:

On [specific dates], I was subjected to the following actions:

- [Describe instance 1]
- [Describe instance 2]
- [Describe additional instances, if any]

These events have had a significant impact on my work performance and overall well-being, and I feel that my concerns have not been appropriately addressed through informal channels.

## Impact:

Due to the aforementioned issues, I have experienced [describe effects such as stress, decreased motivation, missed opportunities, negative impact on morale, etc.].

## Request for Investigation:

I respectfully request a thorough investigation into these matters by the relevant department to ensure that the issues raised are properly addressed and do not recur in the future.

## Proposed Resolution:

In order to rectify the situation and prevent similar occurrences, I suggest the following measures:

- Implementation or reinforcement of anti-discrimination and anti-bias policies
- Conducting mediation sessions between the involved parties
- Providing relevant training sessions for staff (such as diversity, equity, and inclusion training)
- Regular review of workplace practices to ensure fairness

I am open to discussing these and any other actions the company deems appropriate.

Thank you for your attention to this matter. I trust that prompt and effective steps will be taken. Please keep me informed about the progress and outcome of the investigation. I am happy to provide further details if required.

Sincerely,  
[Your Name]  
[Contact Information]