

Your full street address

Your city, province & postal code

Your contact information (email/phone#)

Today's date

Name of person you are writing to

Job title of person you are writing to

Name of the company

Address of the company

Dear (Name of the person you are writing to):

I work as a (your job title) for (name of company you work for) and this letter serves as my formal complaint of (enter the type of complaint i.e. discrimination, sexual harassment, etc.) by my co-worker (name of person you are writing the complaint about).

I have been working for (name of company) as a (current job title) for (length of time in your current position i.e., 2 years, 9 months, etc.). (If applicable, write that you can include the following sentence here). I have (method of contact i.e., written a letter, called, or emailed) (person or department you contacted previously), but have received no response. I would like to put the facts of my situation in official writing. This problem has occurred (state the length of time i.e., over the last 4 months, 3 times, etc.).

(Describe the problem in detail – a bulleted list in chronological order of events will make it easier for your recipient – include all of the events that have taken place)

- On (date), my co-worker, (name of co-worker), (said or did) the following to me...(describe the action or words)
- On (date), my co-worker, (name of co-worker), (said or did) the following to me...(describe the action or words)
- On (date), my co-worker, (name of co-worker), (said or did) the following to me...(describe the action or words)

(Write a paragraph explaining the harmful effects these actions have had on you). For example you could state: The derogatory statements have caused me a lot of stress and embarrassment and as a result, I have been less productive and have had to take time off from work to recover.

(Write a paragraph outlining the steps you would like your company to take to address the situation). For example, you could state: I would like you or someone from the HR department to speak with my co-worker about his or her actions to make sure that this behaviour stops.

I look forward to receiving a reply from you regarding this matter as soon as possible.

Sincerely,

Sign your name here

(Type Your Name here)