

HR EMPLOYEE COMPLAINT

Complainant name: _____

Phone: _____

Department: _____

Job title: _____

Address: _____

Supervisor name	
Phone	
In case of representation:	
Representative name	
Phone	
Organization	
Address	

Complaint Guidelines:

A complaint is defined as:

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged.

Resolution Requested:

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged.

Complainant signature		Date	
Representative signature		Date	