

# HR EMPLOYEE COMPLAINT

Complainant name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Department: \_\_\_\_\_  
Job title: \_\_\_\_\_  
Address: \_\_\_\_\_

Supervisor name	
Phone	
<b>In case of representation:</b>	
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	