

# Employee Complaint Log Form Sample

An **employee complaint log form sample** is a structured document used to record workplace grievances systematically. It helps organizations track issues, identify patterns, and promote a fair resolution process. Using this form ensures clear communication and supports an accountable work environment.

## Employee Details

Employee Name	
Department	
Position/Title	
Employee ID	

## Complaint Details

Date of Incident	
Time of Incident	
Location	
Persons Involved	
Description of Complaint	Describe the nature of your complaint including what happened.
Witnesses (if any)	

## Details of Action Taken

Immediate Action Taken	Record any immediate steps taken to address the complaint.
Date Reported	
Reported To	
Outcome/Resolution	Summary of how the complaint was resolved, if applicable.

## Acknowledgment

Employee Signature	_____
Date	_____