

# 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	<input type="text"/>
Department	<input type="text"/>
Position/Title	<input type="text"/>
Employee ID	<input type="text"/>

## Complaint Details

Date of Incident	<input type="text"/>
Time of Incident	<input type="text"/>
Location	<input type="text"/>
Persons Involved	<input type="text"/>
Description of Complaint	<div>Describe the nature of your complaint including what happened, who was involved, and any witnesses.</div> <input type="text"/>
Witnesses (if any)	<input type="text"/>

## Details of Action Taken

Immediate Action Taken	<div>Record any immediate steps taken to address the complaint, such as investigations or disciplinary actions.</div> <input type="text"/>
Date Reported	<input type="text"/>
Reported To	<input type="text"/>
Outcome/Resolution	<div>Summary of how the complaint was resolved, if applicable.</div> <input type="text"/>

## Acknowledgment

Employee Signature	<input type="text"/>
Date	<input type="text"/>