

# Example of a Workplace Complaint Inquiry Form

This **workplace complaint inquiry form** is designed to facilitate the reporting of issues or concerns in a professional setting. It ensures that all complaints are documented clearly and handled with confidentiality and care. Employees can use this form to communicate problems efficiently, promoting a safer and more respectful work environment.

## Employee Information

Full Name:

Department:

Preferred Contact (email/phone):

## Complaint Details

Date of Incident:

Location of Incident:

Description of Complaint:

Names of Witnesses (if any):

## Resolution Request

What action would you like taken?

I confirm that this information is accurate and complete.

**Submit Complaint**