

Employee Complaint Record Form

The **employee complaint record form sample** is a structured document designed to capture detailed information about workplace grievances. It ensures that all complaints are documented consistently, facilitating effective resolution and accountability. Using this form helps maintain a transparent and fair employee relations process.

Employee Name:

Employee ID/Number:

Department:

Position/Title:

Date of Complaint:

Date of Incident (if different):

Type of Complaint:

--Please Select--

Details of Complaint:

Describe the incident, including people involved, location, and any relevant details.

Witnesses (if any):

List names and contact information of any witnesses.

Actions Taken (if any):

Describe any steps already taken to resolve the issue.

Desired Resolution/Outcome:

State what outcome you would like to see.

Form Submitted By:

Signature:

Submission Date:

Submit Complaint