

Workplace Complaint Log Form Sample

The **workplace complaint log form sample** is a structured document designed to record employee grievances efficiently. It helps organizations track, manage, and resolve complaints systematically while ensuring compliance with workplace policies. Using this form promotes transparency and supports a healthy work environment.

Date of Complaint:

Employee Name:

Department:

Position/Title:

Complaint Against (Name/Department):

Type of Complaint:

Select One

Description of Complaint:

Please provide as much detail as possible, including dates, times, locations, and individuals involved.

Witnesses (if any):

Action Taken (For Official Use):

Follow-up/Resolution Status (For Official Use):

Submit Complaint

Reset