

# Employee Complaint Inquiry Form

The **employee complaint inquiry form** sample template is designed to streamline the process of reporting workplace issues efficiently and confidentially. It ensures all necessary information is captured to address concerns promptly and fairly. This template promotes a transparent and supportive work environment by facilitating clear communication between employees and management.

## Employee Name

## Department

## Contact Information

## Date of Incident

## Person(s) Involved

## Type of Complaint

## Details of Complaint

## Actions Taken (if any)

## Desired Resolution/Outcome

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Submit anonymously