**FORMAL COMPLAINT LETTER**

October 21, 20XX

Dear Sir,

I am writing this letter to lodge a formal complaint against my boss, Mr. Richard Smith. I feel that I have been given unfair treatment because of my gender. Although Mr. Smith has been nothing but nice to me, I feel that he passes me up for important tasks and always gives out more important duties to the men on my team.

At first, I thought I wasn’t getting the same quality or amount of work as the rest of my coworkers because I was new to the team. However, once I felt I had proved myself to Mr. Smith, I expected him to consider me for the same types of jobs as the rest of the team. It wasn’t until a new employee joined us—a less experienced, less educated, underperforming employee—that I started to worry about my situation.

I asked Mr. Smith if there were anything that I could improve upon, but he said no, that my work was perfect. When I asked him if I could be considered for more important accounts, he said that I wasn’t “ready yet.” I have been an employee at this firm for over two years now. I always receive some of the highest employee evaluation marks in my department, but I still seem to be passed over for a number of key projects. I thought it was maybe all in my head until some other employees began to notice it. They suggested that I am not given the same treatment because I’m not a man.

I would like to move up in this company, but I’m starting to feel like I’ll never be promoted if I keep receiving this unfair treatment by my superior. I haven’t been able to work these concerns out with Mr. Smith directly, so I would like to request that a mediator from HR intervene. I feel like a neutral party would be able to look at my performance reviews and employee history and be able to resolve this problem.

Please let me know if there’s any other documentation I can provide.

Thank you,

Sarah Kim