**FORMAL COMPLAINT LETTER**

**Dear HR MANAGER**,

This letter is to raise a formal grievance concerning the termination of my employment status on DATE. My new supervisor at the ADDRESS branch of our company, who has been my boss for X WEEKS, gave me notice of immediate discharge in the afternoon hours, after calling me into a meeting with the HR representative at the branch. I was not given a formal reason for my termination.

I believe my termination to be wrongful, because of the following:

* I have been working at COMPANY NAME for X YEARS, and I have never received a warning letter or negative performance reviews
* I am 4 months pregnant, and have related complications, which require me to get weekly checkups by my obstetrician. I informed my previous supervisor of this, and he acknowledged it.
* The checkup requires me to take one afternoon off per week. I make up for the lost hours the rest of the week.
* My new supervisor has questioned whether I really need those checkups, or I just want “to get an afternoon off every week”. This remark leads me to believe that I was terminated because of my pregnancy, which is unlawful according to the Americans with Disabilities Act. The weekly checkups are a requirement posed by my obstetrician, and as such, is considered a temporary disability.

Please review the reason for my dismissal and reply to me in 30 days. I can be reached at PHONE NUMBER or at EMAIL ADDRESS. I will need to seek legal counsel if I do not receive a reply by that time.

 **Sincerely**,

Signature