

How to Effectively Complain to the EEOC

The U.S. Equal Employment Opportunity Commission (EEOC) is a proper place to complain to if you believe you were discriminated against at your workplace or were retaliated against because of your discrimination complaint.

According to the EEOC, it "is responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information. It is also illegal to discriminate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit."

You may belong to more than one protected class (a black female over 40, for example).

Keep in mind, that if your complaint IS NOT about workplace discrimination based on the above-listed factors (race, color, religion, sex, national origin, age, disability or genetics), your complaint DOES NOT is not within the EEOC scope of responsibilities, and they will not be able to help you.

In this case, try using more appropriate venues to resolve your issue.

Below please find a sample Equal Employment Opportunity Commission (EEOC) Complaint Letter to help you address your concerns:

Sample Equal Employment Opportunity Commission (EEOC) Complaint Letter

Date:

[Today's Date]

TO:

[EEOC Local Office Director's Name]

[Director, Equal Employment Opportunity Commission]

[District Office]

Locate appropriate District Office here: <https://www.eeoc.gov/field/index.cfm>

[District Office Street Address]

[District Office City, State, ZIP Code]

FROM:

[Your Name]

[Your Address]

[Your Phone Number]

RE: EEOC Complaint Against:

[Your Employer, Employment Agency, or Union Name]

[Your Employer, Employment Agency, or Union Address]

[Your Employer, Employment Agency, or Union Phone Number]

Total Number of Employees [Insert the total number of employees at all locations]

Dear [Director's Name],

I am writing to you because I believe I was discriminated against based on [insert the reason(s), such as:

- race
- color
- religion
- sex (including pregnancy, gender identity, and sexual orientation),
- national origin,
- age (40 or older)
- disability
- genetics]

OR

I am writing to you because I believe I am retaliated against based on [previous discrimination complaint OR based on my participation in employment discrimination investigation or lawsuit].

Specifically, [briefly describe the situation, including the following:

- Short description of what happened (termination, suspended promotion, retaliation, etc.)
- People involved (your supervisor, HR Director, etc)
- The date(s) these events took place
- Names of witnesses, if any
- The reason for discrimination (race, for example) OR retaliation (refer to the previous complaint)]

Thank you for looking into this matter.

I look forward to hearing from you.

[Your Name] [Your Signature]