

How to Effectively Complain to Your Employer

Chances are, at some point in your career you will find it necessary to voice your work-related concerns to your employer. You are definitely not alone.

According to the recent [survey](#) involving over 2.2 million employees with 2,100 organizations conducted by HR Solutions, Inc., work-related complaints are commonplace and usually fall into one of the following categories (sorted by popularity):

- Feeling underpaid
- Internal pay equity within the organization
- Benefit programs - Health and Dental insurance, retirement, Paid Time Off
- Over-Management
- Pay increase guidelines for merit
- Human Resources department responsiveness
- Favoritism
- Managements' availability and communication
- Workloads are too heavy
- Facility cleanliness
- etc.

Below, please find a Sample Complaint Letter to Employer to help you address your concerns.

Date: [Today's Date]

TO:

[Director of HR Name and Title]

[Company Name]

[Company Street Address]

[City, State, ZIP Code]

FROM:

[Your Name]

[Your Position within the Company]

[Phone Number]

RE: Complaint about [State the Nature of your Complaint]

Dear [Director of HR Name],

I am writing to you because I need your help.

I am having problems with [Describe the problem you are writing about].

I feel you are in the position to help me.

I respectfully request your office to look into the facts outlined in this letter and make necessary adjustments.

Thank you for your prompt attention to this matter.

[Your Name]

