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| --- |
| **Please provide a brief description of the event that forces you to bring it in our notice:** |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **About the incident:** | | | | |
| Date of Incident | |  | Time of incident |  |
| Location |  | | | |
|  |  | | | |

Employee Signature:

Add Logo

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **About you:** | | | | | |
| Name |  | Employee ID |  | Work phone |  |
| Home street Address | |  | | | |
|  | | | | | |
| Work Street Address | |  | | | |

In this area of the template add the slogan of the company to make it look more professional. Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna.

Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

[Company Name]

[Address]

[Email]

[Phone Number]

Date:



**Employee Complaint Form Template**