To the Department of Human Resources,

My name is Khushi Tiwari, working in the marketing department, as an SEO expert. I am writing this letter to file a formal complaint against my team leader Mr. Karry Richard. I feel that I have been treated unfairly because of my gender. The behavior of Mr. Richard is nice and respectful, but I feel that he never gave me an opportunity to work on big projects.

I have been working in this company for over two years now. The employees who are three or six months old are getting more projects to work on. Recently, I asked Mr. Richard if there is something I need to improve., but he said No. I asked him to let me handle important projects, he simply said: “I wasn’t ready yet”. I have been an employee of the month several times. I’ve never received any complaints related to my work and discipline, but still not getting my due from the team leader.

I am here to see myself grow each day, but I’m started to feel like I’ll never be promoted if this unfair treatment will continue. I request you to please look into this matter. Please go through my performance reviews to see whether I deserve to be a part of big projects or not.

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

Thank you,

Kim Ali