**COMPLAINT FORM FOR EMPLOYEES**

|  |
| --- |
| Your name:  Date: |

**Please tell us about:**

|  |
| --- |
| What are you unhappy about? |
| Who are you complaining about? |
| What happened? |
| How did it start? |
| Is there anything else you wish to say? |

Employee’s signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Received by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_

Date: ­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

There is a Complaints form on our company’s website: <https://www.legacyyouthcare.com/make-a-complaint>

You can fill in the form there and it will be sent to the HR staff.