

THE TEXAS A&M UNIVERSITY SYSTEM

TARLETON STATE UNIVERSITY

FORMAL COMPLAINT

(Return to the Department of Human Resources)

THROUGH:

Human Resources Officer: _____

Signature: _____ Date Received: _____

THROUGH:

Dean or Other Administrator: _____

Signature: _____ Date Received: _____

TO:

Vice President: _____

Signature: _____ Date Received: _____

STATEMENT OF COMPLAINT

(State the details of your complaint, including the dates of occurrence of any acts which are the subject of your complaint. Then state how you wish this complaint resolved. Use reverse side or attach additional pages if more space is needed.)

Date: _____ Signature of Employee: _____