

# Professional HR complaint template

Subject: Formal Complaint Regarding Workplace Conduct

Dear [HR Manager/Recipient Name],

I am writing to formally lodge a complaint regarding the unprofessional behavior I have experienced from my manager, [Manager Name], over the past [time period]. Specifically, on multiple occasions, I have observed instances of [describe behavior: harassment, verbal abuse, unfair treatment, etc.] that have negatively impacted my work environment and well-being.

I request that this matter be investigated promptly and appropriate action be taken in accordance with company policy. I am willing to provide further details or documentation to support this complaint.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]

[Department/Position]

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