

Serious Complaint Letter About Colleague Misconduct

Subject: Complaint Regarding Colleague Misconduct

Dear [Manager Name],

I am writing to formally complain about the conduct of [Colleague Name], who on [Date] engaged in [specific behavior]. This action has disrupted team operations and violated company policies.

I request that the matter be investigated in accordance with company procedures and that appropriate disciplinary action be taken.

Sincerely,

[Your Name]

[Department]

Get more templates here: <https://www.lettersandtemplates.com/letters/complaint-letter-to-manager>