

Complaint Letter About Employee Misconduct

Subject: Complaint Regarding Employee Conduct

Dear [HR Manager/Department Head],

I am writing to formally report inappropriate behavior by [Employee Name] that occurred on [Date].

The actions included [describe incident], which I believe violate company policies.

I request that this matter be investigated and appropriate disciplinary action be taken. I am available for any further information required.

Sincerely,

[Your Name]

[Contact Information]

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