

Employee Or Coworker Or Colleague Complaint Letter

Subject: Complaint regarding [Employee/Coworker/Colleague's Name]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally lodge a complaint against [Employee/Coworker/Colleague's Name], who is currently employed in the same department as mine at [Company/Organization Name]. I believe it is important to bring this matter to your attention to ensure a harmonious and productive work environment.

The purpose of this complaint is to highlight the consistent and concerning behavior exhibited by [Employee/Coworker/Colleague's Name]. I have tried to resolve the issue through informal discussions, but unfortunately, the situation has not improved. Hence, I feel it is necessary to escalate the matter for appropriate action.

[List specific incidents or behaviors that have been causing issues and provide dates if possible. Be objective and provide factual information.]

In addition to the above incidents, there have been other instances where [Employee/Coworker/Colleague's Name]'s conduct has adversely affected the overall team morale and productivity. This behavior has created an uncomfortable and unprofessional work environment for me and others in the department.

I would like to request a thorough investigation into these matters and appropriate action to address the situation. It is crucial that steps are taken to prevent the recurrence of such behavior and ensure a positive and respectful workplace for everyone.

I am willing to cooperate fully in any investigation that may be conducted, and I am open to providing any additional information or evidence that might be required to support my complaint. I trust that you will handle this matter with the utmost confidentiality and sensitivity.

I sincerely hope that my complaint will be taken seriously, and the necessary actions will be implemented promptly. I look forward to a resolution that fosters a healthy and productive work environment.

Thank you for your attention to this matter.

Yours sincerely,

[Your Name]