

Professional Complaint Letter Template

Subject: Formal Complaint Regarding Workplace Conduct

Dear [Manager/HR Name],

I am writing to formally bring to your attention repeated instances of unprofessional behavior by my colleague, [Colleague Name]. On multiple occasions, [specific behavior] has disrupted team workflow and created an uncomfortable work environment.

I request that this matter be reviewed and appropriate action be taken to prevent recurrence. I am available to provide further details or documentation if required.

Sincerely,

[Your Name]

[Department/Position]

[Contact Information]

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