

Work Accountability Complaint Template

Subject: Complaint Regarding Missed Deadlines and Responsibilities

Dear [Supervisor Name],

I would like to formally express concerns regarding [Colleague Name]'s repeated failure to meet deadlines and complete assigned tasks. This has caused delays in project delivery and increased workload for other team members.

I request that appropriate steps be taken to address this matter. Please let me know if further information or documentation is required.

Sincerely,

[Your Name]

[Department/Position]

[Contact Information]

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