

General Workplace Disruption Complaint Template

Subject: Formal Complaint Regarding Team Communication Issues

Dear [Manager Name],

I would like to formally report ongoing issues with [Colleague Name]'s communication and collaboration. Miscommunication, delays in responding, and uncoordinated actions have disrupted team workflow.

I request a review of these concerns and guidance on corrective measures. I am available to discuss details further if necessary.

Best regards,

[Your Name]

[Position/Department]

[Contact Information]

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