

Complaint Letter About a Colleague's Behavior

Subject: Complaint Regarding Colleague's Unprofessional Conduct

Dear [Supervisor's Name],

I would like to formally report repeated instances of unprofessional behavior by [Colleague's Name] in the workplace. The behavior includes [specific examples, such as disrespectful remarks, refusal to cooperate, or spreading false information].

Despite my efforts to maintain professionalism, this behavior is creating a disruptive environment and affecting team morale. I believe it's important for management to intervene to restore a positive and respectful workplace atmosphere.

Please let me know if any further information is needed from my side.

Sincerely,

[Your Name]

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