

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

Subject: Complaint Against [Employee's Name]

I am writing to formally raise a complaint regarding [Employee's Name], who is employed as a [Employee's Position] at [Company's Name]. My complaint is based on [briefly explain the nature of the complaint, e.g., unprofessional behavior, lack of communication, harassment, etc.].

On [specific date], I experienced [provide specific details of the incident, including what occurred, where it happened, and any witnesses if applicable]. This behavior has [explain how it affected you personally and/or professionally, the impact on your work environment, etc.].

I believe this matter should be addressed promptly to ensure a positive and productive work environment for all employees. I would appreciate any action taken to investigate this matter and address the behavior of [Employee's Name].

Thank you for your attention to this serious issue. I am happy to discuss this further and provide any additional information if necessary.

Sincerely,

[Your Name]
[Your Job Title]