

Employee Complaint Resolution Letter

Date: [Insert Date]

To: [Manager's Name]

Department: [Department Name]

From: [Your Name]

Position: [Your Position]

Subject: Formal Complaint Resolution Regarding [Brief Description of Complaint]

Dear [Manager's Name],

I am writing to formally address a complaint that I previously submitted regarding [briefly describe the issue]. The details of the situation are as follows:

[Provide a detailed description of the complaint, including instances, dates, and individuals involved. Be specific and factual.]

After our previous discussions, I am requesting a resolution to this matter to ensure we can maintain a positive working environment. I believe that addressing this issue will not only benefit me but also enhance the overall productivity and morale of the team.

Thank you for your attention to this matter. I look forward to hearing from you soon regarding the next steps in resolving this issue.

Sincerely,

[Your Name]

[Your Contact Information]