

Employee Complaint Regarding Workplace Environment

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Complaint Regarding Workplace Environment

Dear [Manager's Name],

I am writing to formally address my concerns regarding the current workplace environment at [Company Name]. I have noticed several issues that are negatively impacting my ability to perform my job effectively and comfortably.

Firstly, [describe specific issue 1, e.g., excessive noise, poor lighting, uncomfortable temperature]. This issue has made it challenging to focus on my tasks and complete my work efficiently.

Additionally, [describe specific issue 2, e.g., lack of cleanliness, inadequate facilities]. I believe that improving these conditions would greatly enhance employee morale and productivity.

I kindly request that these matters be reviewed and addressed promptly. I am confident that with some adjustments, we can create a more positive and supportive work environment for everyone.

Thank you for your attention to these concerns. I look forward to your response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]