

Employee Complaint Resolution Process

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Subject: Complaint Resolution Process for [Employee Name]

Dear [Manager's Name],

I am writing to formally address a complaint regarding [briefly describe the issue or situation]. This matter has been affecting my work performance and overall morale.

Details of the complaint:

- **Date of Incident:** [Insert Date]
- **Involved Parties:** [List Names]
- **Specific Description:** [Provide a detailed account]

To resolve this issue, I would appreciate an opportunity to discuss this matter further and explore potential solutions. I believe that open communication can help in finding a resolution that is fair and constructive.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]