

Complaint Regarding Unauthorized Personnel Actions

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concern regarding recent unauthorized personnel actions that have taken place within [specific department/team]. It has come to my attention that [describe the specific actions taken and why they are unauthorized].

This situation is concerning as it [explain the impact of these actions on the team, workplace, and/or individuals involved]. I believe that these actions violate [mention any relevant policies, procedures, or laws].

I kindly request a thorough investigation into this matter and a prompt response regarding the corrective actions that will be taken to address this issue. I appreciate your attention to this serious concern and look forward to your timely reply.

Thank you for your understanding.

Sincerely,

[Your Name]