

# Employee Conduct Complaint

Date: [Date]

To: [Supervisor/HR Manager Name]

From: [Your Name]

Subject: Employee Conduct Complaint Regarding Disrespectful Communication

Dear [Supervisor/HR Manager Name],

I am writing to formally raise a concern regarding the conduct of [Employee's Name], which I believe reflects disrespectful communication in our workplace.

On [date of incident], during [specific situation or meeting], I experienced a situation where [briefly describe the incident, including specific remarks or behavior that was disrespectful].

This behavior made it difficult for me to contribute effectively and created an uncomfortable work environment. I believe that all employees should be treated with respect and professionalism, and I feel that this incident did not align with those values.

I would appreciate your attention to this matter and any actions that can be taken to address this issue. It is important for our workplace to maintain a respectful and collaborative atmosphere.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]