

Employee Conduct Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally lodge a complaint regarding unethical conduct that I believe breaches our company's established ethical standards. The situation involves [Employee's Name], [Employee's Position], who has been engaged in the following behavior: [Describe specific incidents and behaviors that constitute the complaint].

These actions not only violate our company policies but also undermine the integrity and morale of our workplace. It is essential for all employees to adhere to ethical standards to maintain a professional and respectful environment.

I respectfully request that this matter be investigated promptly and that appropriate action be taken to address these concerns. I am willing to provide further information or participate in discussions regarding this issue.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Job Title]