

Employee Conduct Complaint

Date: [Insert Date]

To: [Manager/Supervisor Name]

[Company Name]

[Company Address]

Dear [Manager/Supervisor Name],

I am writing to formally report a complaint regarding the conduct of [Employee's Name] in relation to multiple violations of company policy. The specific incidents occurred on [insert dates] and involved the following violations:

- [Description of First Violation]
- [Description of Second Violation]
- [Description of Third Violation]

These actions not only contravene established guidelines but also create a disruptive work environment for myself and other team members.

I believe it is crucial for the integrity of our workplace to address this issue promptly. Therefore, I request that an investigation be conducted into these matters and that appropriate action be taken in accordance with company policy.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]