

Employee Conduct Complaint

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Employee Conduct Complaint Regarding Team Collaboration

Dear [Manager's Name],

I am writing to formally express my concerns regarding ongoing collaboration issues within our team that are affecting both our workflow and overall productivity. Specifically, I have observed the following concerns:

- [Describe specific issues, e.g., lack of communication between team members, failure to meet deadlines, etc.]
- [Another specific example of a conduct issue related to collaboration]
- [Additional examples as needed]

These issues not only hinder our ability to meet project objectives but also create a negative work environment for team members who are dedicated to collaborating effectively.

I believe that addressing these concerns promptly could greatly enhance our team's cohesion and performance. I would appreciate the opportunity to discuss these matters further in a meeting.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]