

Employee Conduct Complaint

Date: [Insert Date]

To: [Manager's Name]
[Company Name]
[Company Address]

Dear [Manager's Name],

I am writing to formally express my concerns regarding the workplace behavior of [Employee's Name] in relation to [specific incident or behavior]. On [specific date], I experienced [describe the behavior or incident, including any relevant details].

This behavior has led to [describe the impact on yourself, the team, or the workplace environment]. I believe it is essential for our workplace to be respectful and conducive to productivity.

I kindly request that this matter be addressed to ensure a positive work atmosphere for all employees. Thank you for your attention to this serious matter.

Sincerely,
[Your Name]
[Your Job Title]
[Your Contact Information]