

# Complaint Letter Regarding Employee Conduct

Date: [Insert Date]

To: [Manager's Name]

Department: [Department Name]

Company: [Company Name]

Dear [Manager's Name],

I am writing to formally address a concern regarding the conduct of [Employee's Name], who is a [Employee's Position] in your department. It has come to my attention that their behavior has not aligned with the company's standards and values.

On [specific date or dates], I observed [describe the specific behavior or incident]. This incident not only affected the morale of the team but also undermined the professionalism we strive for at [Company Name].

I believe it is crucial for maintaining a positive workplace environment that all employees adhere to our code of conduct. I respectfully request that this matter be investigated and addressed accordingly.

Thank you for your attention to this matter. I am confident that appropriate measures will be taken to ensure our workplace remains respectful and professional.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]