

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally express my concern regarding a recent breach of company policy that I believe needs immediate attention.

On [specific date], I observed [describe the incident and the policy that was breached]. This behavior not only contradicts our company's established guidelines but also creates a [mention the consequences of the breach, such as toxic environment, security issues, etc.].

I believe it is essential for the integrity of our workplace that we adhere to our policies uniformly and fairly. I respectfully request that this matter is investigated promptly to ensure that appropriate actions are taken to prevent future occurrences.

Thank you for considering my complaint seriously. I hope to see action taken in response to this matter.

Sincerely,

[Your Name]

[Your Job Title]