

Subject: Complaint Regarding Toxic Office Atmosphere

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally express my concerns regarding the toxic atmosphere that has developed within our workplace. Over the past few months, I have noticed a significant decline in morale and professionalism among staff, which I believe is adversely affecting our productivity and overall job satisfaction.

Specific issues I have observed include:

- Frequent gossip and negative conversations about colleagues.
- Lack of support from team members, leading to unnecessary conflicts.
- A culture of fear and retaliation that discourages open communication.

I believe it is essential for us to foster a positive and collaborative work environment, and I urge you to consider measures that can be implemented to address this situation. These may include team-building activities, conflict resolution training, and more open lines of communication.

Thank you for your attention to this matter. I hope for a prompt resolution that benefits all employees.

Sincerely,

[Your Name]