

Formal Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Department]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding a violation of company policies that has taken place within our organization. On [insert date of incident], I observed [describe the incident and the specific policy that was violated].

This incident not only contravenes our established protocols but also impacts the morale and productivity of our team. I believe it is essential for the integrity of our workplace that we address this matter promptly.

I kindly request a thorough investigation into this issue and appropriate action to be taken to prevent such violations in the future. Thank you for your attention to this serious matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]