

# Formal Complaint Regarding Employee Misconduct

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally lodge a complaint regarding the misconduct of [Employee's Name], who is employed as [Employee's Position] in our department.

On [specific date], I witnessed [describe the misconduct]. This behavior was not only unprofessional but also created an uncomfortable working environment for myself and other colleagues.

I believe that such conduct is contrary to our company's values and policies. I request that you take the necessary actions to address this issue promptly.

Thank you for your attention to this matter. I look forward to your prompt response regarding this serious issue.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]