

# Formal Complaint Regarding Disrespectful Actions

[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 complain about an incident involving [Employee's Name] that occurred on [Date] at [Location/Context of the Incident]. I found [Employee's Name]'s actions and comments to be disrespectful and unprofessional.

Specifically, [describe the incident briefly, including what was said or done, and the impact it had on you or others]. I believe that such behavior does not align with the values of [Company's Name] and negatively impacts the work environment.

I would appreciate it if you could address this matter at your earliest convenience. I look forward to your prompt response regarding the steps that will be taken to ensure that this type of behavior does not occur in the future.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]