

# Formal Complaint Regarding Inappropriate Employee Conduct

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally complain about the inappropriate conduct of [Employee's Name], who is employed in the [Department/Position] at [Company's Name]. On [specific date(s)], I experienced [detailed description of the inappropriate conduct].

This behavior is not only unprofessional but also creates a hostile work environment. I believe it is important for the company to address such conduct to maintain a respectful workplace for all employees.

I request that you investigate this matter promptly and take appropriate action. I am willing to provide further details if needed.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]