

Formal Complaint Regarding Employee Treatment

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally express my concerns regarding the treatment of employees at [Company's Name]. I have observed a pattern of behavior that I believe is detrimental to the morale and well-being of the staff.

Specifically, on [Insert Date], [briefly detail the incident or behavior you witnessed]. This incident not only affected [mention any affected employees or teams] but also created an uncomfortable working environment.

I believe that a positive workplace culture is essential for productivity and employee satisfaction. Therefore, I urge you to address this matter seriously and take appropriate action to ensure respectful treatment of all employees.

Thank you for your attention to this important issue. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]