

Complaint Letter Against Colleague

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Department]
[Your Company]
[Your Email]
[Your Phone Number]

[Manager's Name]
[Manager's Position]
[Company Name]

Dear [Manager's Name],

I am writing to formally express my concerns regarding the unprofessional behavior exhibited by my colleague, [Colleague's Name], during [specific incident or timeframe].

Despite repeated attempts to address this behavior informally, I believe it is critical to bring this matter to your attention given its impact on team morale and productivity. [Provide specific examples of the unprofessional behavior and its consequences.]

It is my hope that this issue can be resolved promptly to maintain a positive and professional work environment. I am available to discuss this matter further at your convenience.

Thank you for your attention to this serious matter.

Sincerely,
[Your Name]