

Employee Complaint Regarding Coworker Issues

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Formal Complaint Regarding Coworker Behavior

Dear [Manager's Name],

I am writing to formally bring to your attention a series of issues I have been experiencing with my coworker, [Coworker's Name], which I believe are affecting my work environment and overall productivity.

Over the past [duration of the issue], I have noticed the following behaviors:

- [Describe specific behavior or incident #1]
- [Describe specific behavior or incident #2]
- [Describe specific behavior or incident #3]

These issues have created an uncomfortable working atmosphere and have impacted my ability to perform my duties effectively. I have attempted to address these concerns directly with [Coworker's Name], but unfortunately, the situation has not improved.

I kindly request that you look into this matter and advise on the best way forward. I am hopeful for a resolution that will allow me to work in a positive and collaborative environment.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]