

Official Complaint Regarding Coworker Behavior

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Department]

[Your Company]

[Your Email]

[Your Phone Number]

To: [Manager's Name]

[Manager's Position]

[Company Name]

Dear [Manager's Name],

I am writing to formally express my concerns regarding the behavior of my coworker, [Coworker's Name], which I believe is impacting the workplace environment.

On [specific dates/times], I have observed the following behaviors: [Briefly describe the specific actions, comments, or incidents]. These actions have made it difficult for me and others to [explain how it affects the workplace, such as productivity, morale, etc.].

I have attempted to address this matter informally by [describe any previous attempts to resolve the issue], but unfortunately, the behavior has persisted.

For the sake of maintaining a positive and productive work environment, I request that this matter be looked into and appropriate actions be taken to resolve it. I appreciate your attention to this important issue and am willing to discuss it further if necessary.

Thank you for your understanding.

Sincerely,

[Your Name]