

# Professional Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Department]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Manager's Name]

[Manager's Job Title]

[Company Name]

Dear [Manager's Name],

I am writing to formally express my concerns regarding the actions of my coworker, [Coworker's Name], which I believe have negatively impacted our work environment and productivity.

On [specific date], I observed [describe the specific actions or behaviors of the coworker]. This behavior not only violates company policy but also creates a difficult atmosphere for me and other team members. Despite my attempts to address this issue informally, I have not seen any change in behavior.

As this situation is affecting my ability to perform my job effectively, I felt it necessary to bring it to your attention. I believe that we can work together to resolve this matter swiftly and professionally.

Thank you for your attention to this serious issue. I am hopeful for a prompt resolution and would appreciate the opportunity to discuss this matter further at your convenience.

Sincerely,

[Your Name]

[Your Contact Information]