

**[Your Name]**

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

**[Supervisor's Name]**

[Company's Name]

[Company's Address]

[City, State, Zip Code]

**Subject: Formal Concerns Regarding Recent Actions**

Dear [Supervisor's Name],

I am writing to formally express my dissatisfaction with certain recent actions taken under your supervision that I believe negatively impacted our team's performance and morale.

[Briefly describe the specific actions or events that led to your dissatisfaction, including dates and any relevant details.]

I believe these actions were not in the best interest of our team and have created an environment that is not conducive to effective collaboration and productivity.

I would appreciate the opportunity to discuss this matter further and explore solutions that can help improve our working relationship and address the underlying issues.

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

Sincerely,

[Your Name]

[Your Job Title]