

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, ZIP Code]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Formal Notification Regarding Supervisor Issues

I am writing to formally notify you of several concerns that have arisen regarding [Supervisor's Name] in their capacity as my supervisor. These issues have been ongoing and have begun to affect my work and overall performance.

Specifically, the issues include:

- [Issue 1 Description]
- [Issue 2 Description]
- [Issue 3 Description]

I believe that addressing these matters is essential for maintaining a conducive work environment and ensuring the continued productivity of our team. I am open to discussing this matter further and exploring possible solutions.

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

Sincerely,

[Your Name]

[Your Contact Information]