

# Official Complaint Letter

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Title]

[Insert Company Name]

[Insert Company Address]

Dear [Insert Recipient's Name],

I am writing to formally lodge a complaint regarding the behavior exhibited by my manager, [Insert Manager's Name]. Over the past [insert duration], I have witnessed several instances of unprofessional conduct that have negatively impacted the workplace environment.

Specifically, on [insert date], [describe the incident and provide context]. This behavior is not only disheartening but also creates a hostile atmosphere for myself and my colleagues.

I believe it is essential for management to address this matter promptly to uphold the values of professionalism and respect within the company. I hope you understand the seriousness of this situation and take appropriate action.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]