

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Recipient's Name  
Recipient's Title  
Company/Organization Name  
Company Address  
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding the unethical conduct of my colleague, [Colleague's Name], who works in the [Department/Team Name].

On [specific date], I witnessed [describe the unethical behavior or incident in detail, including specific examples and any relevant context]. This conduct not only goes against our company's code of ethics but also creates a toxic work environment for fellow employees.

I have attempted to address this issue informally by [mention any previous steps taken, if applicable], but unfortunately, the behavior has continued. Therefore, I feel it is necessary to escalate this matter formally.

I respectfully request that this issue be investigated thoroughly, and appropriate measures be taken to address this unethical conduct. My intention is to ensure a respectful and professional workplace for all employees.

Thank you for your attention to this matter. I am willing to discuss this further and provide any additional information if needed.

Sincerely,  
[Your Name]