

# Formal Complaint Regarding Unethical Communications

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]

Dear [Recipient's Name],

I am writing to formally complain about the unethical communications that have been occurring within our team. It has come to my attention that certain conversations and exchanges may not align with our company's values of respect, integrity, and professionalism.

Specific incidents include:

- [Describe incident 1]
- [Describe incident 2]
- [Describe incident 3]

These behaviors not only undermine team morale but also create a toxic work environment that hinders productivity and collaboration. I believe it is essential to address these issues promptly to maintain the integrity of our team.

I request that this matter be investigated and appropriate actions taken to ensure that all team communications adhere to our ethical standards. I am hopeful for a resolution that promotes a respectful and professional workspace.

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

Sincerely,  
[Your Name]  
[Your Position]  
[Your Contact Information]