

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding unethical practices that I have observed within the workplace. I believe these actions not only undermine the integrity of our organization but also create a toxic environment for employees.

Specifically, I have witnessed [describe specific unethical practices, e.g., favoritism, dishonest reporting, harassment, etc.]. These actions have made it difficult for me and my colleagues to perform our duties effectively and have caused significant distress among team members.

I urge you to investigate this matter thoroughly and take appropriate action to address these issues. It is imperative that our workplace maintains ethical standards that reflect our company's values.

Thank you for your attention to this serious matter. I look forward to hearing from you regarding the steps that will be taken to resolve these issues.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]