

Formal Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding unethical behavior I have observed within management at [Company Name]. It has come to my attention that [describe the unethical behavior, including specific instances, dates, and individuals involved].

Such actions not only violate [mention any relevant policies or codes of conduct] but also create a hostile and unproductive work environment. It is imperative that all employees, particularly those in management positions, adhere to ethical standards to maintain the integrity of our workplace.

I urge you to take these claims seriously and to investigate the matter thoroughly. I would appreciate your prompt attention to this issue, as it has significant implications for staff morale and overall company culture.

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

Sincerely,

[Your Name]