

Formal Report Against Bank Staff Member

Date: [Insert Date]

To: [Manager's Name]

Position: [Manager's Position]

Bank: [Bank Name]

Address: [Bank Address]

Subject: Formal Complaint Against [Staff Member's Name]

Dear [Manager's Name],

I am writing to formally report an incident that occurred on [insert date of incident] involving [Staff Member's Name], [Staff Member's Position]. The details of the incident are as follows:

[Describe the incident, including specific actions or behaviors of the staff member, and any relevant dates, times, and locations.]

This behavior is concerning as it [explain the impact of the staff member's actions on you or others, and how it violates bank policies or standards of conduct].

I believe it is essential for the bank to address this situation promptly to ensure a positive experience for all customers. I would appreciate your attention to this matter and look forward to your response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]