

How To Write A Complaint Letter About A Coworker Sample #3

Date:

To,

Name _____

Address _____

Subject: How to Write a Compliant Letter about a Coworker

From,

Name _____

Address _____

Dear _____,

The purpose of this letter is to raise a formal complaint letter against _____ who works as a one of the employee. As there now have been several incidences between me and her which we are unable to solve.

On the date also she has disrupted a phone call I was having with a client. She was laughing and talking out loud which I can't hear my client on the phone. I am unable to do my job and also I am losing my clients.

I understand that it takes two people to conflict and that I may have been responsible for reacting too strongly to her. however, I am actively seeking a decision now. I would like to resolve the issue as soon as possible.

Thank you for your time and understanding.

Yours Sincerely,

Name _____

Signature _____