
To,

[Name of the recipient]

[Name of the company]

[Address]

Sub: To complain against the manager

Dear [Name of the recipient],

I hope you are in your best health and mood, and your day has started on a good note.

I would like to get your attention to my problem, as I am a worker of your company (name of the company) working at the department of (mention details) for the last (mention details) months. And from the first day (mention details) of my work, I have been facing some serious problems in our company and recently I have known that the actual cause is my current manager (mention name and details).

Just to make you aware of the condition, I and many of my other co-workers are facing a number of serious problems, as the behavior of our manager is very bad and rude. We have no self-respect as he treats us like his slaves at the company.

We have been working in this department even before he became our manager and hence as a dutiful worker; I want to inform you about this.

We all would not want to work in such a disrespectful atmosphere and hence request you to take some serious action as soon as possible.

Kindly just change our manager or at least give him a serious warning for the future.

Hope you will consider our request and oblige us,

Thanking you,

Yours faithfully,

[Name of the sender]

[Designation]

[Date]