

Professional Complaint Letter about Person

[Your Name] [Your Address] [City, State, ZIP Code] [Email Address] [Phone Number] [Date]

[Recipient's Name] [Recipient's Position] [Company Name] [Company Address] [City, State, ZIP Code]

Subject: Formal Complaint Regarding Unprofessional Behavior

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally address a matter of concern regarding the unprofessional behavior of [Person's Name], an employee within the [Department/Team] of our organization.

Over the past [specific time frame], I have observed and experienced the following issues:

1. **[Clearly state the first issue, providing details and specific examples.]**
2. **[Proceed with additional concerns, if applicable, using a numbered list for clarity.]**

I believe that such behavior is not only disruptive to the work environment but also hinders the overall productivity and morale of the team. Despite attempts to address these concerns directly with [Person's Name], the issues persist.

I kindly request that the Human Resources department conducts a thorough investigation into these matters. If appropriate, I urge the company to take the necessary steps to address and rectify the situation promptly. I am willing to provide any additional information or participate in any discussions required for a fair and just resolution.

Confidentiality in handling this matter is crucial, and I trust that the company will address this complaint professionally.

Thank you for your prompt attention to this matter. I look forward to a swift resolution that ensures a respectful and collaborative work environment.

Sincerely,

[Your Full Name] [Your Position] [Your Contact Information]