

[DATE]

Dear [RECIPIENT NAME],

I am writing to make a formal complaint against a [Type of complaint] who has been displaying irresponsible behavior for the past [NUMBER] (days, weeks, months, etc.). [EMPLOYEE NAME] has been [DETAILS].

This behavior has already been escalated to our team leader. They had a formal discussion on the matter, and [EMPLOYEE NAME] promised to change this attitude. However, [HIS/HER] behavior continues to be the same.

I have been reluctant to bring this matter to you, however, he/she seems to be needing a formal talk from a person with greater authority. I suggest the Human Resources department to send him a formal letter and take disciplinary action on this demeanor.

Thank you very much.

Regards,

[YOUR SIGNATURE]

[YOUR NAME]