

COMPLAINT LETTER TO HR

[DATE]

Dear [RECIPIENT NAME],

My name is [YOUR NAME] and I have been employed at [YOUR COMPANY NAME] for the past [NUMBER] [WEEK/MONTH/YEAR]. I am writing today to report an unfortunate incident regarding [EMPLOYEE NAME].

Among my concerns are as follows: [DETAIL].

While this may be a serious accusation, I believe that this needs to be taken into account. However, I believe that addressing the issue is important in order to create a more efficient and productive work environment. This problem has prevented me from growing into my full potential as a professional in this field. I hope that you will be able to update me regarding this issue.

Regards,

[YOUR SIGNATURE]

[YOUR NAME]