

# Formal Complaint Letter for Unprofessional Employee Behavior - Template

[Your Name]  
[Your Position/Department]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]

[Manager's Name / HR Manager]  
[Their Position]  
[Company Name]

Subject: Formal Complaint Regarding Unprofessional Employee Behavior

Dear [Manager's Name / HR Department],

I am writing to formally bring to your attention a matter of concern regarding the unprofessional behavior exhibited by [Name of Employee] in the [Department/Team]. The following incidents have occurred which I believe warrant immediate attention and corrective action:

- **Repeated Missed Deadlines:** [Name of Employee] has consistently failed to meet project deadlines, most recently on [specific date or project], causing delays and affecting overall team productivity.
- **Disrespectful Communication:** On several occasions, including [specific dates or meetings], [Name of Employee] has communicated in a disrespectful manner with colleagues, using dismissive language and unprofessional tone.

These actions have negatively impacted team morale and the working environment. I have attempted to address these issues directly with [Name of Employee], but there has been no improvement.

I respectfully request that appropriate steps be taken to investigate this matter and enforce the necessary workplace standards. Please let me know if you require any further information or clarification regarding the incidents mentioned above.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]

## Example: Formal Complaint Letter

Jane Smith  
Senior Marketing Associate  
Acme Corporation  
123 Main Street  
Springfield, CA 90001  
jane.smith@email.com  
June 25, 2024

Michael Brown  
Human Resources Manager  
Acme Corporation

Subject: Formal Complaint Regarding Unprofessional Employee Behavior

Dear Mr. Brown,

I am writing to formally report ongoing unprofessional behavior by John Doe in the Marketing Department. On multiple occasions, John has failed to meet project deadlines, most recently missing the June 15th due date for the Q2 marketing analysis report. Furthermore, he has repeatedly spoken disrespectfully to team members during meetings, including raising his voice and making disparaging remarks on May 28th and June 10th.

These actions have created a challenging work environment and lowered team morale, despite my efforts to resolve the issues directly with John. I request that this matter be investigated and the necessary disciplinary or corrective actions be taken.

Please let me know if I can provide further details or documentation regarding these incidents.

Thank you for your prompt attention.

Sincerely,

Jane Smith