

Sample Written Complaint Letter: Unprofessional Attitude of Employee

[Your Name]

[Your Position/Department]

[Your Contact Information]

[Date]

[Manager's Name]

[Manager's Title]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally bring to your attention a matter of concern regarding the unprofessional attitude displayed by [Employee's Name], who works in the [Department/Division, if known]. Over recent weeks, I have experienced and witnessed several incidents that I believe undermine the positive and productive work environment we strive to maintain at [Company Name].

Specifically, on [date(s) of incident(s)], [Employee's Name] engaged in the following behavior(s):

- [Describe incident or example 1, including date/time/location and what was said or done]
- [Describe incident or example 2, if applicable]
- [Additional incidents, if relevant]

These actions have created a negative impact on team morale and productivity and have made it challenging for me and others to perform our work effectively. I have attempted to address my concerns directly with [Employee's Name] by [briefly mention if you have had prior communication or intervention], but unfortunately, there has been no noticeable improvement.

I respectfully request that this matter be investigated and appropriate action be taken to ensure a respectful and professional workplace for all employees. I am willing to provide further details or discuss this matter in person if required.

Thank you for your attention to this matter. I trust that you will handle this complaint appropriately and maintain confidentiality as necessary.

Sincerely,

[Your Name]