

## Sample Complaint Letter about Employee Behavior

[Your Name]  
[Your Position]  
[Department]  
[Company Name]  
[Date]

[Manager's Name]  
[Manager's Position]  
[Company Name]

Dear [Manager's Name],

I am writing to formally bring to your attention concerns regarding the behavior of [Employee's Name], who works in the [Department or Team Name] department. My intention with this letter is to address these incidents professionally and seek an appropriate resolution to ensure a positive working environment for all team members.

On [specific date(s)], I observed the following behavior by [Employee's Name]:

- [Briefly describe specific incident(s), including relevant dates and any witnesses]
- [Detail the impact of the employee's behavior on you, the team, or workplace operations]

These actions have affected team morale and productivity, creating a challenging work atmosphere. I believe that addressing this issue is important for maintaining our company's standards of professionalism and collaboration.

I respectfully request that you look into this matter and take appropriate action to resolve it. Possible steps may include a one-on-one discussion, mediation, or further training as needed. I am confident that with prompt intervention, we can restore a positive and respectful environment for our team.

Thank you for your attention to this matter. Please let me know if you require any additional information or if you would like to discuss this further.

Sincerely,  
[Your Name]