

Sample Complaint Letter for Unprofessional Treatment by Coworker

[Your Name]

[Your Position/Department]

[Date]

[Manager's Name or HR Representative]

[Manager's Position/HR Department]

[Company Name]

[Company Address]

Subject: Formal Complaint Regarding Unprofessional Behavior by Coworker

Dear [Manager's Name/HR Representative],

I am writing to formally bring to your attention my concerns regarding the unprofessional treatment I have experienced from my coworker, [Coworker's Name], in the [Department/Team].

Specifically, I have encountered the following incidents:

- On [date], [Coworker's Name] spoke to me in a disrespectful tone during a team meeting, dismissing my suggestions without justification and in front of other colleagues.
- On [date], I observed [him/her/them] making negative remarks about my work to others, which I found both inappropriate and damaging to my professional reputation.
- [Include any other relevant examples, if necessary]

These interactions have made it increasingly uncomfortable for me to perform my duties and have negatively affected workplace harmony.

I value a respectful and collaborative environment, and I believe that such conduct hinders team productivity as well as morale. I kindly ask that this issue be investigated and appropriate steps be taken to address this behavior. My intention is to resolve this matter constructively and maintain a positive and professional working environment.

Thank you for your attention to this matter. I am available to discuss this further at your convenience and can provide more detailed information if needed.

Sincerely,

[Your Name]