

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

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

Subject: Formal Complaint Regarding Unprofessional Communication in the Workplace

Dear [Manager's Name],

I am writing to formally express my concern regarding unprofessional communication that I have experienced in our workplace. I believe that addressing this issue is crucial for maintaining a respectful and productive work environment.

Specifically, I have observed the following instances that I feel do not align with our company's communication standards:

- On [date], during [meeting/conversation/email], [colleague's name or a colleague] spoke in a manner that was disrespectful and dismissive, which affected the morale of those present.
- I have noticed a pattern of unclear or abrupt communication in team emails and meetings, leading to confusion and misunderstandings among staff members.
- There have been occasions where feedback was given publicly instead of privately, which, in my opinion, undermined the recipient's confidence.

I strongly believe that fostering respectful and clear interactions among colleagues is essential to support teamwork and productivity. Poor communication impacts not only individual well-being but also our collective performance as a team.

I respectfully request that management take appropriate measures to address this issue and to reinforce communication standards within our workplace. This could include providing additional training, clarifying communication policies, or facilitating team discussions on respectful interactions.

Thank you for your attention to this matter. I am confident that, with your support, we can improve our workplace atmosphere for all employees.

Sincerely,
[Your Name]