

Formal Letter for Complaint Against Colleague

This document provides guidance on writing a **formal letter for complaint against colleague**, detailing the structure, tone, and essential components of such a letter. It ensures the complaint is communicated professionally, clearly presenting the issue while maintaining respect and professionalism. The sample text exemplifies how to state the problem, provide relevant details, and request appropriate resolution, facilitating effective workplace communication and conflict resolution.

Structure of a Formal Complaint Letter

1. **Your Contact Information** (Name, Position, Department, Email, Date)
2. **Recipient's Information** (Manager/Supervisor's Name, Title, Department)
3. **Subject Line** (e.g., "Formal Complaint Against [Colleague's Name]")
4. **Salutation** (e.g., "Dear [Manager's Name],")
5. **Introduction** (State the purpose of the letter clearly.)
6. **Details of the Complaint** (Describe incidents with dates, times, and relevant facts.)
7. **Impact Statement** (Explain how the actions have affected your work or the workplace.)
8. **Resolution Sought** (State what action you would like management to take.)
9. **Closing** (Express willingness to discuss further & maintain professionalism.)
10. **Signature** (Your name and position)

Sample Formal Complaint Letter Against Colleague

Your Name
Your Position
Department
Email Address
Date: 12 June 2024

Manager's Name
Manager's Position
Department

Subject: Formal Complaint Against [Colleague's Name]

Dear [Manager's Name],

I am writing to formally bring to your attention a matter of concern regarding my colleague, [Colleague's Name], in the [Department Name]. My intention is to ensure a productive and respectful workplace, and I believe that addressing this issue promptly is in the organization's best interest.

On several occasions, most notably on 5 and 9 June 2024, [Colleague's Name] has engaged in unprofessional behavior, including making inappropriate remarks during team meetings and disregarding established project deadlines. These incidents have adversely affected team morale and delayed project deliverables. Despite informal efforts to resolve these matters directly, the behavior has persisted.

The actions of [Colleague's Name] have created a challenging work environment and negatively impacted both my productivity and that of the team. In light of the above, I kindly request that you investigate this matter and take appropriate action to address the situation. I am available to provide further details or discuss this issue in confidentiality at your convenience.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]