

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Company Address]

Subject: Formal Complaint Demanding Immediate Corrective Action for Policy Violation

Dear [Recipient's Name],

I am writing to formally bring to your attention a significant violation of company policy that has come to my notice and to demand immediate corrective action. This breach has adversely affected [me/the organization], and it is imperative that this matter is addressed without delay.

On [insert date or period of occurrence], the following policy violation(s) occurred: [Briefly describe the nature and specifics of the violation, including who was involved, when, where, and how it happened]. This action is in direct contravention of [specify the policy name, number, or section], which clearly states: “[Quote or summarize the relevant portion of the policy, if possible].”

The consequences of this policy violation include [list any adverse effects, such as operational, legal, reputational, or personal impacts, with specific details]. Allowing this behavior to continue unaddressed undermines the principles of compliance and integrity that our organization is committed to upholding.

In light of the above, I urge you to:

1. Conduct an immediate investigation into this matter.
2. Take prompt corrective and disciplinary action as appropriate.
3. Communicate the outcome and any measures taken to prevent recurrence.

Please acknowledge receipt of this complaint and provide a response outlining intended steps within [insert reasonable timeframe, e.g., 5 business days] from the date of this letter. Failure to address this issue promptly may necessitate further escalation.

I trust you will treat this matter with the seriousness and urgency it warrants to protect all parties involved and to maintain the integrity of our policies and procedures.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Contact Information]

[Department/Unit, if applicable]