

# Sample Letter of Complaint for Disrespectful Employee Behavior

Date: [Insert Date]

To:  
[Manager/Supervisor's Name]  
[Department]  
[Company Name]

Subject: Formal Complaint Regarding Disrespectful Employee Behavior

Dear [Manager/Supervisor's Name],

I am writing to formally bring to your attention a matter concerning disrespectful behavior displayed by [Employee's Name/Position], which I have witnessed on several occasions. I believe it is important to address this concern to help maintain a positive and respectful work environment for all employees.

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

- [Briefly describe the incident(s); e.g., use of inappropriate language, dismissive attitude, public criticism, etc.]
- [Add another example if necessary.]

This behavior has not only affected my own ability to perform my job effectively but has also negatively impacted team morale. It has created a tense and uncomfortable working atmosphere, which I believe is not conducive to productivity or mutual respect among co-workers.

I respectfully request that this matter be investigated and that appropriate steps be taken to address this behavior. It is important for everyone in the workplace to feel valued and respected, and I trust that you will handle this situation promptly and with discretion.

Please let me know if you require any further details or documentation about the incidents mentioned above. I am hopeful that this issue can be resolved quickly to restore a positive work environment.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Position/Department]