

Written Complaint Letter Sample for Unprofessional Behavior by Staff Member

[Your Name]

[Your Position/Department]

[Your Contact Information]

[Date]

[Manager's/Supervisor's Name]

[Manager's Position]

[Company/Organization Name]

Subject: Formal Complaint Regarding Unprofessional Behavior by [Staff Member's Name]

Dear [Manager's/Supervisor's Name],

I am writing to formally bring to your attention a matter concerning unprofessional behavior exhibited by [Staff Member's Name], who works in the [Department/Team]. I believe it is important to address this issue to maintain a respectful and productive work environment.

On [date(s) of incident(s)], I witnessed/experienced the following incidents involving [Staff Member's Name]:

- [Briefly describe the first incident, including what occurred, when, and where]
- [Briefly describe the second incident, if applicable]

These actions were inappropriate because [explain why the behavior was unprofessional and how it affected you, your colleagues, or your work]. The incidents have adversely impacted [mention effects on the work environment/team morale/productivity/etc.].

I respectfully request that this matter be investigated and that appropriate corrective measures be taken to address [Staff Member's Name]'s behavior. I believe this step is crucial to ensuring a safe, respectful, and professional workplace for all employees.

Please let me know if you require further information or wish to discuss this matter in more detail. I trust management will handle this complaint with the seriousness and confidentiality it deserves.

Thank you for your attention to this issue.

Sincerely,

[Your Name]