

Written Complaint Letter Sample for Unprofessional Behavior of Manager

This **written complaint letter sample for unprofessional behavior of manager** provides a structured format to formally address concerns regarding inappropriate conduct in the workplace. It outlines key components such as stating the issue clearly, describing specific incidents, expressing the impact on the work environment, and requesting appropriate action from higher authorities. Using this template helps employees communicate their grievances effectively while maintaining professionalism and ensuring their concerns are officially documented for resolution.

Sample Complaint Letter

[Your Name]
[Your Position]
[Department]
[Date]

[Recipient Name]
[Recipient Position, e.g., HR Manager]
[Company Name]
[Company Address]

Dear [Recipient Name],

I am writing to formally file a complaint regarding the unprofessional behavior exhibited by my manager, [Manager's Name], in the [Department Name] department. I believe it is important to address this matter promptly to ensure a healthy and respectful work environment for all employees.

On [specific date(s)], I experienced/witnessed the following incidents involving [Manager's Name]:

- [Describe specific incident or incidents, including date, time, location, and individuals involved. Be factual and objective; for example: On May 2, 2024, during our morning meeting, [Manager's Name] raised their voice at me in front of colleagues, using language that I found to be disrespectful and inappropriate.]
- [List any additional incidents with details as appropriate.]

These incidents have negatively affected my morale and hindered my ability to perform my duties effectively. I believe such behavior not only violates company policy but also sets a negative precedent within the team.

I respectfully request that appropriate action be taken to address this issue and to prevent similar occurrences in the future. I am willing to provide further information or participate in any necessary discussions to help resolve this matter.

Thank you for your attention to this serious concern. I trust that the company values a respectful and supportive workplace for all employees.

Sincerely,
[Your Name]
[Your Signature, if submitting a hard copy]