

# Sample Written Complaint Letter: Unprofessional Behavior in the Workplace

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

[Recipient's Name]  
[Title/HR Manager/Supervisor]  
[Company Name]

Subject: Formal Complaint Regarding Unprofessional Behavior in the Workplace

Dear [Recipient's Name],

I am writing to formally bring to your attention an issue regarding unprofessional behavior that I have experienced in the workplace. I believe that addressing this matter is crucial for maintaining a respectful and productive work environment.

On [date(s) of incidents], I was subjected to inappropriate conduct by [name of colleague/supervisor]. The specific incidents include the following:

- [Incident 1: Briefly describe what happened, where it occurred, and who was involved. E.g., "On June 3, 2024, during a team meeting, Mr. John Doe repeatedly interrupted me, used derogatory language, and dismissed my ideas in front of colleagues."]
- [Incident 2: Describe any other relevant occurrences.]

This behavior has negatively impacted my ability to perform my duties, caused significant distress, and has contributed to a hostile work atmosphere for myself and others present. I believe such actions are not consistent with our company's standards for professionalism and respect in the workplace.

I kindly request that this matter be investigated as soon as possible. I trust that appropriate action will be taken in accordance with company policy to address this issue and prevent future occurrences. I am willing to provide additional information or attend a meeting to discuss this matter further, if necessary.

Thank you for your attention to this serious concern. I look forward to your prompt response and resolution of this issue.

Sincerely,  
[Your Name]  
[Your Signature, if sending a printed letter]