

This **complaint letter sample for delayed response from HR department** provides a clear and professional template to address delays in communication from the human resources team. The letter emphasizes the importance of timely responses in maintaining employee satisfaction and operational efficiency, while also articulating the concerns regarding the prolonged wait time. It serves as a constructive approach to prompt HR to improve their response times and enhance overall workplace communication.

Complaint Letter Sample for Delayed Response from HR Department

Subject: Concern Regarding Delayed Response from HR Department

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to formally express my concern regarding the delayed response from the HR department concerning my recent [query/request/application] submitted on [date].

I understand the HR department handles numerous tasks and responsibilities, and I appreciate the efforts put forth to support all employees. However, the extended wait for a response has caused [mention any inconvenience, e.g., uncertainty about specific job matters, difficulties in managing work schedules, etc.]. Timely communication is essential for maintaining employee satisfaction and operational efficiency.

I kindly request an update regarding my pending [query/request/application] and would appreciate it if you could provide an estimated timeline for resolution. I trust that my concern will be addressed promptly and that measures will be taken to improve response times going forward.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position/Department]

[Your Contact Information]