

Complaint Letter for Supervisor's Unprofessional Conduct

A **complaint letter for supervisor's unprofessional conduct** is a formal written document addressed to higher management or the human resources department to report inappropriate behavior exhibited by a supervisor. This letter details specific incidents, such as rude communication, unfair treatment, or neglect of duties, and requests corrective action to maintain a respectful and productive work environment. For example, the letter might describe how the supervisor repeatedly raised their voice during meetings and unfairly assigned blame to team members, negatively impacting team morale. The purpose is to ensure that the issue is officially acknowledged and addressed in a timely and appropriate manner.

Template

[Your Name]
[Your Job Title]
[Department]
[Date]
[Recipient Name]
[Recipient Job Title: HR Manager/Department Head]
[Company/Organization Name]
Subject: Formal Complaint Against Supervisor for Unprofessional Conduct
Dear [Recipient Name],
I am writing to formally bring to your attention certain instances of unprofessional conduct displayed by my supervisor, [Supervisor's Name], in the [Department Name] department. On [specific date(s)], [describe specific incident(s): e.g., Supervisor raised their voice, used unprofessional language, or unfairly assigned blame]. These actions have not only I respectfully request that this matter be investigated and appropriate action taken to address my concerns. Please let me know if any further details or clarification are needed
Thank you for your attention to this matter.
Sincerely,
[Your Name]

Example

Jane Doe
Marketing Associate
Marketing Department
June 12, 2024
Mr. Paul Smith
HR Manager
ABC Corporation
Subject: Formal Complaint Against Supervisor for Unprofessional Conduct
Dear Mr. Smith,
I am writing to formally lodge a complaint regarding the unprofessional conduct of my supervisor, Ms. Linda Brown, in the Marketing Department. Over the past month, Ms. Brown has I have attempted to address these concerns directly with Ms. Brown. However, the behavior has continued. I respectfully request that Human Resources review this matter and take a Thank you for your consideration.
Sincerely,
Jane Doe