

# Written Complaint Letter Sample for Repeated Unprofessional Behavior

**[Your Name]**

[Your Position]

[Department]

[Company Name]

[Date]

**[Recipient's Name]**

[Recipient's Position]

[Company Name]

**Subject: Formal Complaint Regarding Repeated Unprofessional Behavior**

Dear [Recipient's Name],

I am writing to formally bring to your attention a matter of repeated unprofessional behavior exhibited by [Name of the Individual] in the [Specify Department/Team]. Despite previous informal discussions and attempts to resolve these issues internally, there has been no significant improvement.

Specifically, I have observed the following instances:

- On [date], [Individual's Name] [describe the unprofessional behavior observed].
- On [date], [Individual's Name] [describe another incident].
- Most recently, on [date], [Individual's Name] [describe the latest occurrence].

Such behavior has negatively impacted the team's morale, productivity, and the overall work environment. It has also caused several colleagues and myself to feel uncomfortable and undervalued in the workplace.

I respectfully request that this matter be investigated and that appropriate corrective actions be taken to ensure a professional and respectful working environment for all employees.

Please let me know if further information is required. I am available to discuss this matter at your earliest convenience.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]