

Formal Complaint Letter about Unprofessional Staff Behavior

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Subject: Formal Complaint Regarding Unprofessional Behavior of Staff Member

Dear [Recipient's Name],

I am writing to formally bring to your attention a matter of concern regarding the unprofessional behavior demonstrated by [Staff Member's Name/Description] on [Date of Incident], at [specific location, department, or event, if applicable].

On the specified occasion, [clearly describe the incident(s) in detail, including what was said or done, along with any relevant context]. Such behavior, including [list specific actions such as rudeness, negligence, inappropriate comments, unresponsiveness, etc.], falls short of the professional standards expected from staff members of [Company/Organization Name].

This incident not only made me feel [explain how the behavior affected you or others, e.g., uncomfortable, disrespected, undervalued], but also had a negative impact on [workplace environment/customer experience/productivity].

I believe it is essential for all staff to uphold high levels of professionalism and courtesy at all times, reflecting the values and standards of your organization. Therefore, I respectfully request that you investigate this matter and take appropriate corrective action to prevent similar incidents in the future.

I trust that you will treat this complaint with the seriousness it deserves and look forward to a prompt resolution. Should you require any further information or details regarding the incident, I am willing to discuss the matter further.

Thank you for your attention to this important matter.

Sincerely,
[Your Name]