

## Sample Written Complaint Letter for Unprofessional Behavior of Coworker

[Your Name]  
[Your Job Title]  
[Department]  
[Company Name]  
[Date]

[Recipient Name, e.g., Human Resources Manager]  
[Recipient Title]  
[Company Name]

Subject: Formal Complaint Regarding Unprofessional Behavior of Coworker

Dear [Recipient Name],

I am writing to formally bring to your attention an incident of unprofessional behavior by my coworker, [Coworker's Name], which occurred on [Date] in [Location/Context, e.g., our shared workspace/department meeting].

Specifically, [describe the incident in detail-avoid exaggeration or speculation, focus on observable facts, e.g., "During the team meeting, [Coworker's Name] raised their voice, dismissed my input in a disrespectful manner, and made inappropriate remarks about my work in front of colleagues."]. This behavior was unwarranted and created an uncomfortable atmosphere for me and others present.

The incident has had a negative impact on my ability to perform my responsibilities efficiently and has affected the overall morale of our team. I believe it is important to address this matter to maintain our workplace's standards of professionalism and mutual respect.

I respectfully request that this matter be investigated and appropriate action be taken to ensure such behavior does not recur. I am willing to provide further details or discuss the issue in person if required. Please let me know if additional information is needed.

Thank you for your attention to this matter. I trust that you will handle this complaint with the confidentiality and seriousness it warrants.

Sincerely,  
[Your Name]