**LETTER TEMPLATE**

**EMPLOYEE COMPLAINT LETTER**

**[Date]**

Dear **[HR],**

My name is **[name]** and I have been working as **[a secretary]** for the past **[3 years].** I am proud and happy to do my bit by offering assistance to my senior colleague. Sadly, this wonderful experience is being ruined because of a single employee: **[employee name].**

I’ve explored all other options prior to writing this letter and I find myself forced to resort to the human resources department for a resolution.

**[His/Her]** continuous misbehavior and lack of conduct are just too much to cope with. It’s affecting my performance and hindering me from doing my work. **[Give examples here. What, when, and where it happened? Support your case with numbers, dates and facts.]**

I ask for your immediate intervention to find a solution to this problem and to establish a professional, friendly, and productive environment for all of us.

Thank you very much for your understanding.

Best Regards,

**[Name]**

**[Signature]**