**LETTER TEMPLATE**

**COMPLAINT LETTER TO MANAGEMENT**

**[Date]**

**[Manager Operations],**

**[Company/Institute name]**

**[Address/Branch Address]**

Sub: Complaint Letter against Manager

Respected sir,

I hope this letter meets you well. Sir, I work in your company in the research department **[Department name]** for the past 02/04/XX **[More/less]** years. The subject of my letter is actually a complaint about our department manager. **[Describe your problems and situation].**

I write on behalf of the entire department. We face a number of challenges as his behavior to us is very rude and uncouth. We can’t concentrate on doing our work with his presence. He treats us like slaves in his opinion are worthless. Kindly just change our manager or at least give him a stern warning. The staff of the department will be very grateful if this is done.

Yours Sincerely,

**[Your name]**

**[Job Designation]**

**[Department Name]**