|  |
| --- |
| Employee Complaint Letter Sample to HR |

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