Formal letter of complaint

Mrs. Violeta Marcu

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District 6, Bucharest

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Manager “C.M.D.P.”

18 Panselutelor Street

District 4, Bucharest

Date: 17th February, 2021

Mrs. Violeta,

I am writing this letter as a complaint about the appalling way you treat your ex-employees and conduct your business.

On the 4th of January 2021, I have sent you a notice ahead of time in which I gave my resignation from my position of Mathematics Teacher, reason being the lack of free time for my University studies.

A couple of days after I sent this notice, you replied with a mail, letting me know that I still had attributions that I would have to fulfill before I left. Even though I re-read the Contract and the Code of Conduct carefully, I could not find a single paragraph about those attributions that you mentioned, which is why I replied informing you of this confusion of mine regarding the supposed attributions and requesting my last pending salary. The next mail I received showed much lack of professionalism from your part, “scolding” me because I “had the audacity” to ask for my salary, but no clarification about your previous request.

After talking to your Secretary, I came to the conclusion that there are no more tasks I have to do before I resign, as pointed by Mrs. Paula. Therefore, I require you to specify the paragraphs in the contract I signed that reflect those attributions I would have to fulfill. If you are unable to do so, please inform me of a date when I can collect my salary.

Should you not comply with this request, I shall be seeking legal advice.

Thank you for your time,

Gabriel Gruia