

## **Complain About Other Employees**

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to bring to your attention some concerns I have regarding the behavior of certain employees in our organization. I believe it is essential to address these issues to maintain a healthy and productive work environment.

Over the past [duration], I have observed several instances of behavior that have had a negative impact on our team's morale and productivity. These behaviors include:1. [Describe specific behavior and incidents, providing dates and details as necessary.]

I kindly request that you investigate these matters further and take appropriate action to address and rectify the behavior issues mentioned above. This may involve discussions with the employees involved, training or awareness programs, or any other measures you deem necessary.

I trust that you will handle this matter with discretion and sensitivity while ensuring that the concerns are addressed promptly. I am confident that your leadership will contribute to a more positive and collaborative work environment for all employees.

Thank you for your attention to this important matter, and please keep me updated on any developments or actions taken to address these concerns.

Sincerely,

[Your Handwritten Signature (if printed)]

[Your Typed Name]