

EMPLOYEE COMPLAINT LETTER

Date:

To (Manager/Supervisor Name):

Department:

Subject:

DEAR SIR/MADAM,

I am writing to formally file a complaint regarding:

Details of the Complaint:

Steps Taken Prior to This Complaint (if any):

Requested Action/Resolution:

Thank you for your attention to this matter.

Sincerely,

(Employee Name & Signature)

Date:
