

## 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,

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(Employee Name & Signature)

Date:

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