

Date: _____

To:

[Supervisor/Manager's Name]

[Department Name]

[Company Name]

Subject: Employee Complaint Letter

Dear [Supervisor/Manager's Name],

I am writing this letter to formally bring to your attention my concerns regarding the following issue(s):

The incident(s) occurred on:

Description of Issue/Complaint:

I have already taken the following steps (if any) to address or resolve this issue:

I am requesting the following action or solution:

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position/Title]

[Contact Information]