

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):

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The incident(s) occurred on:

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Description of Issue/Complaint:

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

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I am requesting the following action or solution:

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

Sincerely,

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[Your Name]

[Your Position/Title]

[Contact Information]