**ABC  
Marketing Executive**   
BB Labs.   
  
**To,   
Mr. XYZ   
Human Resources**   
  
Dear Mr. XYZ,

I have been a faithful employee in this company for the past four years. My time at the company has been good one so far, but now a problem has crept up, which threatens to disrupt my otherwise peaceful time at the company. This letter is regarding the behavior of my immediate head, Mr. Spencer Gibson. Mr. Gibson is the head at the Marketing Department from the last two months, and for some reason of his own, he has singled me out to harass.

Ever since, he was transferred from another department to head the marketing division, he has managed to find some fault with me, even if there are none. I am constantly accused of not completing my daily work despite me meeting all my daily targets. Many times I have been kept out of team meetings. The formats for the reports are changed, and Mr. Gibson conveniently forgets to inform me about it, so that he has another reason to point fingers at me. On the 23rd of July, Mr. Gibson denied me a leave of two days, despite knowing that my wife was admitted in the hospital. I did not face any such problems from my previous Head of Department, Mr. Kyle Edwards, who got promoted to another department. You can even contact Mr. Edwards to check on my records.

I have been left feeling hurt by Mr. Gibson's attitude towards me, and it has affected the quality of my work. I even spoke openly to him on this issue regarding me, but he denied any kind of indifferent behavior towards me. Finally, I have taken this step to inform you about his behavior, which has been causing me distress.

If this kind of injustice continues, I will be forced to consider my employment in the company. I have invested a good three years of my life, and would be heart-broken to leave this place. I have faith that you will help me sort out this issue with Mr. Gibson, and we may be able to find a way to co-exist.

Sincere Regards,   
**ABC   
Marketing Executive**