**Colleague Complaint Letter**

Ms. Patala Jasmit

Sales Staff

Best Sales Co.

Mohanpur, Garha  
Jalandhar- 144022

April 19, 2010

Mr. Narendra Chiba

Human Resources Officer

Best Sales Co.

Dear Mr. Chiba,

This letter is a formal complaint over the conduct of one of my colleagues in the sales department, Mr. Farooq Gandhi.  He has consistently abused me emotionally for one month now and I can no longer tolerate his harsh comments and disrespectful manner towards me.  I have been a sales staff for five years now and this is the first time that I have encountered a colleague with such brashness.  I have already talked to him and my team leader about the matter but he has not followed the agreements we have come up with to improve his manner.  My work is already being affected because of Mr. Gandhi’s behavior and I cannot concentrate well on my work.

Please look into this matter accordingly.  I am willing to undergo the due process for the resolution of this problem.

Respectfully,

Ms. Patala Jasmit