**Sample Formal Employee Complaint Letter**

To,

Mr. Jason Green,

HR Head,

ABC Bank,

67-K, Rose Villa,

Park Street,

London.

Date: 20.7.14

Dear Mr. Jason,

Subject: formal employee complaint letter

I am writing this letter in order to lodge an official complaint against Ms. Sarah Jane who is working as a receptionist in your bank.

I have been associated with your bank for the past 15 years and have been treated well but since the time Ms. Sarah has taken the position of receptionist, I am facing certain issues. Her rude and arrogant behavior has forced me to write an official complaint letter against her. I visited the bank on last Thursday and asked her about the availability of Mr. John Brown who has handled my account for many years. I was shocked to receive a rude reply from her stating that “Mr. Brown would obviously be in his cabin if it is a business day”.

I have received the same kind of reply from her on many occasions and would request you to kindly provide Ms. Sarah training in ethical and basic manners. Please take appropriate action on the same or I would consider moving to a different bank as I will definitely not tolerate insult again.

Thanks for going through my complaint.

Sincerely,

Mr. Daniel Green.