

Employee's Name
Employee's Address
City, State, Zip Code

DATE

Employer or Human Resource Person's Name
Name of Company
Address of Company
City, State, Zip Code

RE: Complaint Against Supervisor

Dear Name of employer of Human Resource Person:

I am writing this letter to inform you of the behavior of one of the managers in this company----- (manager's name).

I am referring to the constant discrediting, use of abusive language and intimidation that I have been experiencing from ----- (manager's name) especially on DD/MM/YYYY.

I have tried to bring this issue to your attention to no avail. It is, therefore, my wish that you try to find out what the problem is and act on it in the best way possible.

I love working here, and I know that this is a company that holds true to employee wellbeing. As such, I trust that you will handle this matter amicably.

I am looking forward to a positive response.

Sincerely,

Employee's Signature
Printed Name of Employer