Sample Letter of Complaint to Management

[Your Name]
[Your Position]
[Department]
[Date]

[Recipient's Name]
[Their Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Formal Complaint Regarding [Issue]

I am writing to formally raise a complaint about [specific issue], which has been a recurring problem affecting my work environment and performance. Despite previous attempts to address this issue informally, there has been no significant improvement.

Issue Overview:

The main concerns are [describe the issue in detail, including how it affects your work and any previous attempts to resolve it].

Impact on Work:

This situation has led to [describe the negative outcomes, e.g., reduced productivity, poor team dynamics, missed deadlines].

Proposed Solutions:

To resolve this matter, I suggest [list your proposed solutions or actions you believe the management should take].

I am committed to maintaining a positive work environment and am open to any suggestions you might have. I request a meeting to discuss this issue in further detail and to explore potential solutions.

Thank you for your understanding and prompt attention to this matter.

Sincerely,

[Your Name]