

Date: [Today's Date]

TO:

[Director of HR Name and Title]

[Company Name]

[Company Street Address]

[City, State, ZIP Code]

FROM:

[Your Name]

[Your Position within the Company]

[Phone Number]

RE: Complaint Against my Supervisor [Supervisor's Name] - CONFIDENTIAL

Dear [Director of HR Name],

My name is [Your Name] and I need your help.

As you may know, I have been an employee of this Company for the past [Number of Years with the Company] years. For all these years, I have enjoyed working for the Company and, judging by numerous recognitions and promotions, my employer has been satisfied with my work.

However, recent changes at my workplace were not very pleasant, and I can no longer keep the problem to myself.

Not long ago, [Supervisor's Name] was hired [or promoted] to my supervisor's position.

It quickly became apparent, that [Supervisor's Name]'s actions are not acceptable at the workplace and sometimes are outright dangerous.

Specifically, [describe unacceptable behavior, such as:

- I was threatened with immediate termination on numerous occasions for minor or non-existent errors.
- I was yelled at for prolonged time in front of my colleagues.
- I was called names and / or inappropriate and unwelcome jokes were directed at me.
- Insert your particular complaint]

In my opinion, this is not the proper way to motivate employees and interact with co-workers.

Such behavior is counter-productive and affects overall morale and, ultimately, hurts our Company's business.

I do not want to speak for all employees in my department, but I have reasons to believe I am not the only one having problems with [Supervisor's Name].

I respectfully request your office to look into the unprofessional and unacceptable behavior of [Supervisor's Name] and make necessary adjustments.

It is my sincere hope that you have resources and willingness to resolve this in-house, so I do not have to go outside our Company for help.

This situation can not continue.

Thank you for your prompt attention to this matter.

[Your Name] [Your Signature]