

Complaint Letter Against a Coworker

[Your Full Name]

[Your Job Title]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

Re: Formal complaint against [Name of Other Employee]

Dear [Recipient's Name],

It is with great reluctance that I write this letter. [name of other employee] and I have been having some difficulties at work that, despite our best efforts, we have not been able to resolve ourselves. I feel it is now time to take the next step and file a formal complaint.

On [date], [name of another employee] and I were working on [project] together. We had been discussing the possibility of using [method] to complete the project when [another employee's name] became very agitated and said that was the stupidest thing he had ever heard. I was surprised and offended by his outburst and asked him to calm down and explain why he felt that way. Instead of calming down, [another employee's name] became even more agitated and started yelling at me. I asked him to leave my office so we could both cool down, but he refused. He only left when our boss came in and told him to go.

This is not the first time that This has happened. On [date], [name of other employee] made a similar outburst during a staff meeting. At that time, he said that my ideas were 'retarded' and that I was an 'idiot'. I spoke to him after the meeting and asked him not to speak to me that way again. He apologized, but the next day he came into my office and said that I needed to 'lighten up' and stop being so 'sensitive'.

This kind of behavior is unprofessional and unacceptable, and it needs to stop. I am asking you to please take appropriate action in order to ensure that [name of other employee] treats me and others with respect in the future.

Thank you for your time.

Sincerely,

[Your Name or Signature]

[Your Title]