**FORMAL COMPLAINT LETTER**

Dated

To,  
Designation  
Organization Name  
Address

**Subject: Complaint of the New employee's Misbehavior**

Dear Sr. / Mrs,

This letter is written on behalf of the senior employee union concerning about the new worker’s misbehavior while they are on training and the alteration in shifts in the (Organization Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_. This thing became utterly serious each and every day as the current employees are not showing any interest towards the training and misconduct with their senior employees.

As you are well aware of the fact that these incidents are causing bad impact over the Senior employees, and they are showing least interest on training these new joiners.  Few of the Senior Employee has also put down their papers and looking for the new option. The times of working hours ( Late sitting ) being rendered by the junior employees are not able to match up to the mark resulting to a very low individual result. With regards to this case, you can refer to the monthly performance report to confirm this allegation.

Please have a good judgment to manage the circumstances. Whatever effort that you will make with regards to this matter will be highly respected by us.

Yours Truly  
,  
XYZ