**TEMPLATE LETTER**

**FORMAL COMPLAINT LETTER**

To,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**[name of the recipient]**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[designation of the recipient]**

Respected Sir,

This is to bring to your notice that I would like to complain against my team leader. My team leader \_\_\_\_\_\_\_\_\_\_\_**[name of the team leader]** uses abusive words inside work premise and insults us by abusing in case we make a mistake. **[The First Para Should contain the main reason of the grievance].**

I believe that you will also agree that such behavior is against the policy of the company, and I request you to take immediate action **[The second Para should mention that what action you expect such grievance].**

Thanking You.

**[name of the sender]**