**FORMAL COMPLAINT LETTER**

Date  
  
Name of Employer  
Name of Company  
Address of Company 

Name of Employer:

I would like to report a conflict between me and the xyz person working in the sales department. There have been several incidents over the last few days, and I feel that it is time to report a formal complaint against him/her.

I would like to report the occurrences on record as follows:

On 29-08-20XX, the coworker and I had an argument over his habit of passing comments against me and few other coworkers. He has been doing it frequently, and no one confronts him for that. But after tolerating him for several days, I confronted him saying that whatever he did was unethical and not acceptable at cost. But despite that he continues to do so, and now time has come that you take cognizance of his behavior and enforce strict action.

His wrongdoings are not confined to that, he also has a bad habit of going into other people’s cabin, using their belongings, stealing things, and using their personal computers. As I feel that I am a loyal and hardworking employee, I feel concerned about the situation as it affects me as well as others due to the ordeal created by that person. It has affected many in the past and has caused tremendous trouble to exist and has made my work almost impossible. I would like to resolve this issue as soon as possible and request you to understand my situation and take appropriate action.

Sincerely,

Name of Employee