[Your Name]

Managing Director

International Business Management (IBM)

Date

**RE:** [SUBJECT]

Dear Mr. /Mrs. XYZ,

**……………………………………………………………………………………………………………………………………………..**

**Complaint letter to subordinate about cleanliness**

I have been administering you from the past few weeks and have found that despite my verbal speech with you, you have shown continuous negligence towards keeping your working area clean. Your cabin has been found numerous times with half-filled drink cans, some of which falls on your table as well and snacks packets. This does not seem good at all. It reflects a bad impression of yours on others. You should keep your working area neat and clean as it might damage your keyboard. I hope that you will take this letter seriously and keep your cabin up to date.

**……………………………………………………………………………………………………………………………………………..**

Last week when I received the carton of packed stationary items for inspection, I found that a large number of stationery items were not packed properly. The covers were either fully torn or some were without any packing. This is the third time in a row that I had come across improper packing of stationery items. I need you to look into this matter and investigate that who in your group is creating problems. I expect to be detailed about the ongoing problem very soon.

**……………………………………………………………………………………………………………………………………………..**

**Complaint letter to subordinate about the negligence of work**

This is to inform you that your careless attitude towards work will not be tolerated anymore. You were asked to give a detailed report regarding production, but you have failed to do so. This is not the first time that you are unable to do so. This is the second time that things did not go well. I had personally asked you that if something personal at your end is disturbing you but after talking to you everything seemed to be going well. I need you to think over the situation and bring out results.

Sincerely,

ABC

Email. abcd@gmail.com