Date

Name

Address

Dear Ms. Sarah,

I, Smith Johnson, am working as a ‘Sales Expert’ at ABC Limited for three years. I have had a good experience overall, but now I am facing some issues that are affecting my image and work, even without being at fault.

Mr. Jim William is one of my team members and comes under my direct supervision. I am not only answerable for his supervision, but many of my tasks are dependent on his performance as well. He is a lazy person and often delays deadlines, which automatically brings delays in my deadlines as well, for which my manager holds me responsible.

I have tried to talk to Mr. William many times but in vain. Now, I want to launch a complaint against him, and I expect you to take suitable action. I am hoping that you will deal with this matter in a fair manner.

Regards,

Ross Wilson.