Date

Name

Address

Dear Ms. Samantha,

This letter is intended to launch a complaint against the unfair treatment I have experienced.

I am working as a ‘Sales Expert’ for the past five years at ABC Limited. Based on my performance and evaluation, I was expected to be promoted this year, i.e. 2019, as an ‘Assistant Manager’. Even, this promotion had been communicated to me orally by my managers as well. However, when the promotions were announced, my other colleague got promoted as an assistant manager, while I still have the same position.

I deem it unfair as after all the hard work, dedication and performance, I did not earn anything, not even a raise in my salary. I am very disappointed, and I want to make a complaint to you about adopting unfair practices.

I hope you will look into this and make a fair judgment for me as well. Even if you think that I did not deserve the promotion, please provide me the proper reasoning and evidence, as, unofficially, my managers had already informed me about my good performance and promotion.

I look forward to a positive reply. Thanks.

Regards,

David Smith.