Your Name

Your Company Name

Street Address

City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

I would like to inform you about a sad incident in the company as one of my team members is involved in office politics and (employee name) has unprofessional behavior which is affecting the office environment negatively. I had given him/her the warning verbally, but the issue is not resolved. Many colleagues complain to me about the behavior and I am concerned because it can turn the atmosphere toxic.

According to my understanding, he/she is involved in politics just for the promotion. He/she is risking the careers of other professionals in the company. Talking about his/her language, it is not acceptable and (employee’s name) is not performing well as when he/she joined. I want the higher management to investigate the case and know the reason to get the problem solved. It is mandatory to keep everyone working peacefully and focusing on the assigned task to complete the project before the deadline.

If you have any queries or want to know any other thing about the case, please contact me.

Thanks

(your name)