Name of the sender:

Sender’s address:

Date:

Subject: **Complaint letter about cheating in office work**

I am writing this letter to let you know about the cheating that is rampant at the workplace. I have seen one of my colleagues cheating in sales. Mr. Anderson is a sales manager in the sales department. I have been working with him for many years. He is a nice person who works so passionately. However, I have noticed that he is not fair with his job. At the end of the month, when he makes a sales report, he adds wrong figures to it just because he wants to stay in your good books. Additionally, he does not conduct sales honestly.

I think it is essential to bring these issues to your notice. I and many other co-workers have noticed this cheating of Mr. Anderson.  For some reason, I cannot reveal my identity, and therefore, I am writing this letter to you anonymously. I hope that you will take the necessary actions against Mr. Anderson to correct him. I have also enclosed some evidence of his mischievous behavior.

Regards,

[XYZ]