Name of the recipient

Name of the company

Address of the company

Date:

Subject: **complaint letter against unprofessional behavior of the co-worker**

Dear Mr. ABC,

I am writing this letter because I would like you to know about Mr. XYZ working in your company’s IT department as a data analyst. There have been many incidents in the past when the aforementioned person has behaved so poorly. I have ignored it many times but now I think it is high time I should report it to you.

Mr. XYZ has a strange habit of poking his nose into other’s matters. He likes to pass comments on everything he sees whether it is relevant for him or not. I often find his remarks to be very offensive. It is not only me who has seen this kind of behavior. On the 20th of last month, another co-worker of mine also experienced the same thing. We have been tolerating his behavior for several days and we also tried to correct his unethical behavior appropriately. However, he does not seem to learn anything. Therefore, we have decided to report his behavior to you because we feel that you should take cognizance of the behavior of Mr. XYZ so that you can take strict actions.

I am a loyal employee to my company, and I feel that his behavior is badly affecting all his colleagues. Therefore, I would like to request you to understand the situation and resolve the issue by enforcing appropriate actions. For some reason, I cannot reveal my identity. However, I hope that it is the issue that matters not the identity.

Regards,

[XYZ}