Name of employee,  
Designation of the employee in the company.  
Address of the employee.

Date:

**Subject: Complaint about indecent behavior of the colleague**

Respected Sir/Madam,

I am writing this letter because I want to report a conflict that occurred between me and Mr. Johnson. Mr. Johnson is my co-worker in the finance department of the company. Mr. Johnson has been behaving so rudely but I kept ignoring him as much as I could. Now, I feel that it is the right time to file a complaint against him.

At times, Mr. Johnson acts in such an indecent manner that it really annoys me and other fellows. Yesterday, I was talking to one of my clients over the phone when Mr. Johnson not only interrupted the phone call but also passed very gross remarks. Due to this, I hung up the phone and my deal with a client that was in the process got canceled. After hanging up the phone, I politely asked Mr. Johnson to not behave like this again. This infuriated him and he started shouting at him.

I cannot tolerate this behavior of Mr. Johnson anymore. I would like to request you to either send me to the other department where I do not have to put up with the indecent behavior of him or transfer him to some other department.

I feel that I am unable to work as I used to work earlier because the dispute with Mr. Johnson has really upset me. I would request you to resolve this issue as soon as possible. Looking forward to your cooperation and understanding.

Regards,

Signatures of the employee