Company Name:  
Company Address

Date:

Name of Employer:

I would like to inform you of the misconduct of (name of employee). They have been involved in (state misconduct). There have been some incidents over the past few days that the time has come to lodge a formal complaint.

The actions of (name of employee) have caused a disturbance in the functioning of the department (name of department). There are several complaints from different staff members against this employee.

I hope you will look into this and take action against them.

Yours sincerely,

(Your Name)  
(Position in Company)  
(Signature)