Date:

From:

Name of the subordinate:

To:

The manager

Name of the company:

**Subject: Complaint against supervisor’s unprofessional behavior**

Respected sir,

I am (mention your name), working in the sales department for more than 10 years on the post of the salesperson. I am writing this letter because I want to let you know about the unprofessional behavior of the supervisor. Our supervisor (mention the name) treats me poorly. He is very rude to me and does not use a respectable language.

His unprofessional behavior has lowered my self-esteem and I feel bad about myself. I would like to draw your attention to his bad behavior so that you take the necessary steps to correct it. I have no personal grudges against my supervisor, and I always look up to him as a senior and experienced member of the organization from whom I can learn a lot. I hope that you will pay attention to this complaint letter.

Regards,

Name of the sender

Signatures

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