To:

Name of receiver

Post in the company

Company name

**Sub: Request Letter for Staff Replacement**

Dear Mr. ABC,

I am writing this letter to seek the replacement of one of our staff members in the Marketing Department. The name of the employee I am talking about is (state their name). He is working as my secretary since last (tell me how long he has been working with you).

(Name of employee) has been fighting with employees causing a disturbance in the office. This behavior has not occurred once but a few times now. There is much inconvenience caused due to this. The staff has not been able to perform properly because of him.

I humbly request you to have my secretary replaced so that my team can concentrate on upcoming projects.

Sincerely,

(Your name)

(Post)

(Company name)

Signature