**Complaint Letter About Colleague:**

To: (insert boss email address)

Subject: Complaint About (insert colleague name)

Dear Mr/Mrs/Ms/Dr (insert name),

I am sending you this email to make you aware of a situation that occurred on (insert time and date) between (insert name or names involved) in (insert place).

As my coworker, I was extremely surprised by the actions of (insert name). (give details of the incident). After trying to speak with (insert name) a few days after the incident, the problem remained unresolved due to (insert reason).

I also write to you about (insert coworker name) on behalf of several other colleagues who have experienced similar incidents (provide names and details if possible). We all would like to raise concern about (insert coworker name) and I feel that you are the most appropriate point of contact.

I feel like I can turn to you as my superior in hopes that you may be able to come up with a resolution that I have not yet been able to find. I can only hope that you will take my request seriously to look into this matter and take any necessary action. Please contact me for any further assistance.

Regards,

(insert your full name)

(insert contact details)