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COMPLAINT LETTER TO THE BOSS

Included:

Introduction
Complaint Letter to the Boss Tips
Sample Complaint Letter to the Boss
Complaint Letter to the Boss Template

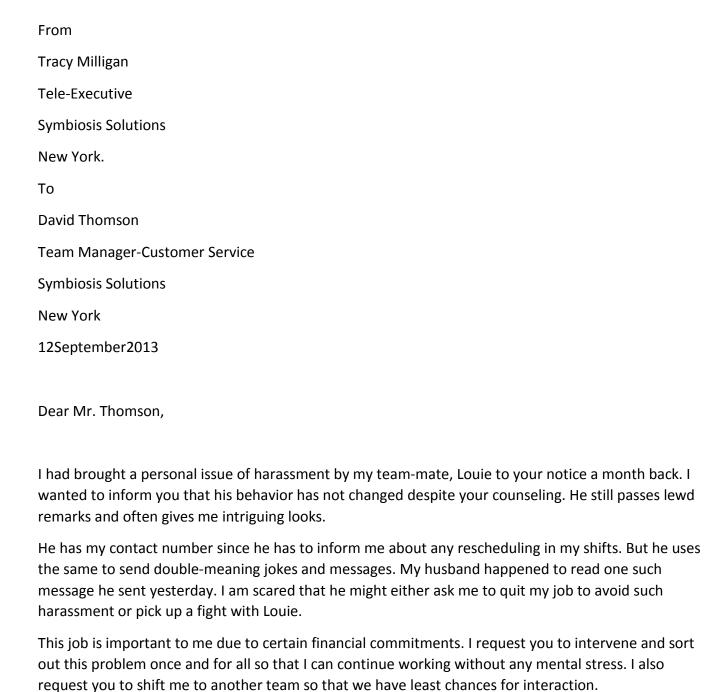
Introduction

A complain letter to the boss is written by an irate employee to express his/her disgruntlement with respect to certain incident/situation in the office. There can be many reasons for such situations and the employee has right to express his/her grievance against a colleague/situation and seek clarification/action for the same. Since this letter is usually addressed to a superior employee, the letter should be brief and the tone should be polite, yet stern.

Complaint Letter to the Boss Tips

- Start by mentioning about the problem you have in hand and specify if you have discussed this earlier.
- Mention that the problem has not been sorted out as yet.
- End by asking your boss to intervene immediately and sort out the issue so that you can work stress-free.

Sample Complaint Letter to the Boss



Yours Sincerely

Tracy Milligan

Complaint Letter to the Boss Template

From	
	(your name)
	(your designation)
	(office address)
То	
	(name of recipient)
	(designation)
	(name and address of organization)
	<u> </u>
Date	(date of writing letter)
Dear Sir/N	Madam,
I had brou	ight to your notice(mention in brief about the problem in hand) a back (mention when
you discu	ssed about this earlier). I wanted to inform you that the abovementioned situation has not
changed.	
This job is	important to me due to(mention reasons if any).
I request	you to intervene and sort out this problem once and for all so that I can continue working
without a	ny mental stress.

Yours Sincerely
(your name)

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