

## COMPLAINT LETTER TO THE BOSS

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## 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

From

Tracy Milligan

Tele-Executive

Symbiosis Solutions

New York.

To

David Thomson

Team Manager-Customer Service

Symbiosis Solutions

New York

12September2013

Dear Mr. Thomson,

I had brought a personal issue of harassment by my team-mate, Louie to your notice a month back. I wanted to inform you that his behavior has not changed despite your counseling. He still passes lewd remarks and often gives me intriguing looks.

He has my contact number since he has to inform me about any rescheduling in my shifts. But he uses the same to send double-meaning jokes and messages. My husband happened to read one such message he sent yesterday. I am scared that he might either ask me to quit my job to avoid such harassment or pick up a fight with Louie.

This job is important to me due to certain financial commitments. I request you to intervene and sort out this problem once and for all so that I can continue working without any mental stress. I also request you to shift me to another team so that we have least chances for interaction.

Yours Sincerely

Tracy Milligan

## Complaint Letter to the Boss Template

From

\_\_\_\_\_ (your name)

\_\_\_\_\_ (your designation)

\_\_\_\_\_ (office address)

To

\_\_\_\_\_ (name of recipient)

\_\_\_\_\_ (designation)

\_\_\_\_\_ (name and address of organization)

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ (date of writing letter)

Dear Sir/Madam,

I had brought to your notice....(mention in brief about the problem in hand) a .... back (mention when you discussed 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 any mental stress.

Yours Sincerely

\_\_\_\_\_ (your name)

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