

## Template for a Letter of Complaint Against Supervisor

[Your Name]  
[Your Job Title]  
[Your Contact Information]

[Date]

[Recipient's Name]  
[Their Job Title]  
[Company Name]  
[Company Address]

Subject: Formal Complaint of [Specific Issue] Against [Supervisor's Name]

Dear [Recipient's Name],

I am writing to formally complain about the unprofessional and concerning behavior of my supervisor, [Supervisor's Name].

Despite my efforts to address the issue directly with [Him/Her/Them], I have seen no improvement, prompting me to bring this matter to your attention.

[Describe the specific issue or incident, including dates, locations, and any witnesses.]

This behavior has [describe the impact, e.g., "affected my job performance, caused undue stress, or created a hostile work environment"].

I suggest [describe your proposed solution or desired outcome] to address this issue.

Enclosed are supporting documents that substantiate my complaint.

I trust that [Company Name] values its employees' well-being and will take appropriate steps to investigate and resolve this matter. I am willing to discuss this issue further and provide any additional information needed.

Thank you for your attention to this matter.

Sincerely,

[Your Name]