To,

Grace Williams,

HR Head,

Infrasoft Technologies

38- Wellington Tower,

West Virginia.

Date: 29th April 2014

Subject: Complaint towards few colleagues who have rude and bullying attitude.

Dear Grace,

Greetings for the day!

I hope my letter is not disturbing in the midst of your busy work schedule. I am writing to you to point out the behaviour of few of my colleagues who are putting up their constant efforts to ruin the cheerful, friendly and healthy work atmosphere of the organization.

From the past three months I have been noticing that three of my colleagues from the customer service department who have recently shifted to our process are behaving in a very unprofessional manner and are disturbing the work atmosphere in the organization. I am explicitly writing the names of these colleagues, i.e. Arnold Wesley, Marla Grey and Robert Morrison believing that you will keep the sender of this note confidential while taking actions on the issue. They are often seen making fun of other colleagues, bullying the fresher employees and the interns in the organization, talking to their team mates in a rude and demanding manner. All of the three also promote groupism and stick together most of the times.

It is affecting the healthy atmosphere of the organization and other colleagues might also be tempted to do the same very soon. I hope that you understand my concern and take the required actions to resolve this issue.

Thanking you,

Yours Sincerely,

Martha Joseph