Date

To

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

I am writing this letter to inform you regarding the unacceptable behavior of the finance manager. He was appointed as my manager one year ago and since then I have been having issues with him. Using abusive language, humiliating staff in front of colleagues and denying promotion on grounds of my gender has become a norm now. I chose to speak to him to discuss these issues, but he was not being very helpful. We recently had a very heated argument due to which I was left demotivated and unproductive for the rest of my week. This incident took place in the conference room during our weekly meeting.

I am bringing these issues to your attention so that you can investigate the matter and come to a reasonable solution. I love my job and I served this company for three years. I do not wish to switch my job just because I don’t get along with my manager. I trust you to deal with this issue in the best possible way.

With thanks,

Name Here

Your Title