2 March 2020  
Jobs Aster   
CEO XYZ branch  
Bedfordshire, 1234  
  
Dear Mr. Aster,

I am Hedda Ibsen and working in your organization for the last five years on the post of assistant import and export. The purpose of writing this letter to you is to register a complaint against the manager of our organization who treats his employees very poorly. Being the manager of the organization, his duty is to behave well with all staff members but his behavior is biased towards some employees.

I have been selected on a fair basis, but he treats me as if I have been selected on someone’s request. I perform each task with full hard work and work in extra hours too if there is any need for it. Moreover, I have been graduated from the renowned university of the town, but last month’s incident made my heart wrenched and I am not focusing on my work properly. Actually, last month he hired one of his relatives on the post of assistant manager and through some reliable resources, I came to know that the person is hardly qualified. While he didn’t promote me and stopped my promotion by saying that I am not highly qualified.

Keeping in view the above-mentioned circumstances I request you to take strict action against this unfair dealing of the manager to his employees. I am writing to you all this to request you to come to visit the branch and have a look at all this matter. This unprofessional way of dealing has not only lowered the morale of mine, but all the staff members are feeling the same.

I hope that you will do something to stop this unfairness and I want to request you not to take my name in front of the manager that I have asked you to come. Thanking you in anticipation.

Regards,

Hedda Ibsen