2 March 2020  
George Hamilton  
CEO SSS branch  
Bedfordshire, 5555

Dear Mr. Hamilton,

I hope you are doing well. I am writing you this letter to draw your kind attention towards a rising issue in our XYZ branch because of the newly appointed manager. Not only me but all the staff members of this organization are fed up with new manager due to his abusive language and watching female employees with lustful eyes. From the day he has come here, a kind of fear has developed amongst everyone here because on small things he threatens to exclude us from the job. This was not the case before his appointment here. We all were satisfied with our ex-manager here.

Last week Miss Julian, the employee here, he called her into his office for checking files. Upon entering he closed the doors and tried to harass her. Fortunately, two or three people were passing by at that time near his office then she called them loudly and they rescued her from him. We cannot bear this kind of happenings in the organization and don’t feel safe working here now under him. Moreover, whenever he calls anyone from the staff, he uses very rough language and behaves unprofessionally. Therefore, I request you on behalf of all the staff members that you should transfer him as soon as possible because we are not feeling secure.

I hope that you will take prompt action to handle this ongoing situation. We all would be very thankful to you if you make an arrangement for his transfer. Thanking you in anticipation.

Regards,

Mathew Arnold