To,

Mr. Green,  
CEO.  
GREENWOOD

From,

Mr. Henry.  
Salesperson  
GREENWOOD

Dated: 7th January, 20XX

Respected sir,

It is to bring to your attention that our new department head Mr. James has been behaving indecently for the past few weeks. He has made a habit of insulting all the employees on a single acute reason for getting work completed faster. He had a few days back insulted Mrs. Marry so badly in front of the visitors that she could not hold her tears back. And now he has overburdened all of us with a lot of work due to which he keeps on insulting us by taking names on our faces. It is something which is damaging our work performance.

I had earlier reported the matter to our manager, but nothing was done and now matters have become worse as Mr. James upon arrival at the office started calling out names of employees, and then he shouts and insults each one of them in front of all employees. I do not understand that what has gone wrong and I am deeply concerned for all my fellow employees as next week a big event is coming our way and such behaviors would certainly lower our performance.

You are my last hope. I request you to please invade in the matter and bring out a solution to it. I will be grateful to you.

Yours Sincerely,

Mr. Henry.  
Salesperson.  
GREENWOOD