To

[The Recipient]  
[Designation]

Dear Mr. Bennet,

Please regard this letter as a complaint against a theft incident that happened with me last Friday in the office. Someone has stolen the salary that I had withdrawn from the bank. As soon as I came back after withdrawing, I kept it in the locker. I had thought to take it along with me when I will go back home.

Unfortunately, the keys to the locker were attached to it and I forgot to take them. Someone took this as an opportunity and took my all money. I had to pay for my wife’s operation that’s why I had withdrawn the whole salary. Otherwise, I withdraw money according to my needs.

Sir, when I had signed the contract it was written that you hire honest workers. I had never met such kind of incident before. With the arrival of two or three new employees, such incidents occur in the company the other day. Some other workers had also complained about this. I cannot expect dishonesty from my colleagues. This incident has shaken me to the core. Almost half of the employees were on leave that day. So it would be easy for you to investigate this matter.

I want you to look upon this matter and bring the culprit to the audience. You should expel such an employee from the company that is involved in wrongdoing. This time I have become the victim of a theft incident. Next time it can happen with any of the employees.

Therefore, I request you to take kind consideration to my report and do something in this regard.

Regards,

Thomas Jackson