To

[The Recipient Name]  
[Designation]

RE: Grievance for physical assault

I am writing to report an unfortunate incident of an extremely serious nature that occurred this morning in our office during working hours. Consider this as an official complaint made on behalf of the Janitor, Mr. XYZ.

He was physically assaulted today by Mr. ABC with three eye-witnesses – including myself – present on the scene. It is hoped that you would take this complaint letter into consideration with an immediate disciplinary action against Mr. ABC.

The disgraceful incident occurred today at around 10 am on the 3rd floor. I, along with two of my coworkers witnessed verbal bashing being carried out by Mr. ABC on the poor janitor. When the former lost complete control of his temper, he resorted to physical assault.

We rushed to stop Mr. ABC and asked the janitor to leave immediately. Mr. XYZ was completely shaken and felt extremely degraded. He later requested me to write this letter on his behalf in order to lodge an official complaint.

Our prestigious company has a zero-tolerance policy against harassment of any kind. Physically abusing a colleague or subordinate is a highly deplorable act that should not be overlooked by higher management. Regardless of an employee’s position, our policy treats everyone equally for any kind of mistreatment. Therefore, the company should not ignore this complaint lodged by our janitor and prompt action should be taken against Mr. ABC.

I shall be available for any investigation the management wishes to carry out. I request you to look into the matter urgently.

[Your Name]  
[Designation]  
[Company Name]

Signature