To

[The Recipient Name]  
[Designation]  
[Company Name]

**Subject: [XYZ] employee misconduct to HR**

Dear Sir,

I am sending you a formal complaint letter about Mr. Stewart who is working as an accountant in our company office. Prior to writing you, I issued him warning letters on three different occasions on account of insubordination, harassment, and bad manners at the workplace. Instead of bringing improvement in his behavior, he is polluting the peaceful office environment by means of his misbehavior with his colleagues and senior employees.

The first incident of his misbehavior was reported on [date] when Ms. Williams accused him of sexual harassment. Feeling the sensitivity of the matter, the fact-finding committee was established which revealed in its report that the allegation was true.

However, Ms. Williams forgave him when he apologized. On another occasion, I caught him misbehaving with the most senior employee of our company, Mr. James. He was abusing and shouting at him for a minor reason. Similarly, on [date], he set the worst example of subordination when I reprimanded him for not completing his project on time.

Instead of telling me the reason, he abused me saying that he was not my servant. He is becoming out of control day by day and has crossed all limits of immorality. That's why I have been compelled to involve you in this matter.

It has become necessary to take strict disciplinary action against him. Otherwise, he will be a great threat to our business if stays with this company. Sir, Mr. Stewart is unable to meet our desired standard of ethics. He is leaving a negative impact on juniors. It is therefore necessary to make him realize the importance of good ethics which can only be done through a suitable punishment.

However, you have the right to decide his fate. Owing to his misbehavior, I cannot tolerate him in this office anymore. If you have a soft corner for him in your heart, please transfer him to another office of our company. I hope you have got a clear idea about his bad conduct. I request you to visit our office to get the views of all those employees who suffered a lot due to him.

Sincerely,

[Your Name]  
[Designation]