**To  Date:**

The Manager/Supervisor,

Company name,

Company address.

Sub: Complaint letter about employee attitude.

Respected Sir/Madam,

This letter is to complain about one of your employees named \_\_\_\_\_\_\_\_\_\_\_ who is working as **[designation]** in your organization.

He/she has misbehaved with me when I visited your **[place of business]**on **[date]** at **[time]**. and I was totally disappointed with the unprofessional behaviour of your employee.

I believe you will take the necessary action otherwise it will spoil the reputation of your brand.

Sincerely,

Your name.