

Grievance Letter for Misbehaviour of a colleague

Sample - 2

Date: _____

From,
Complainant's Name & Designation
Organization's Name
Address

To,
Officer's Name
Designation
Organization's Name
Address

Dear Mr. / Mrs.

This is to inform you about the inconvenience that I am facing everyday at the work place. My team mate is creating problems for me by abusing me verbally and also by misguiding me in many tasks.

As you know, I am a new employee here and have been clubbed with Name of the person in order to undergo on job training. Since day one, Name of the person has been very rude towards me and uses foul language against me at almost all times. The recent outburst of his anger in front of all the employees is one of them. Also, he misguides me with the work assignment which is hampering my training.

Kindly investigate this matter further and please resolve this issue. Due to this problem, I am not able to concentrate on my work and hence I request you to please team me up with someone else for the training purpose.

Yours Truly,

Complainant's Name,
Designation
Organization's Name