

Co-worker Complaint Letter

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear (Recipient's Name),

I am writing this letter to report you about Mr Johnson. Mr Johnson has been copying the sensitive files of the company without anybody's permission. I caught him red handed several times. Other co-workers have also seen him many times. There is no such proof of this even however, I am attaching some evidences with this letter.

I hope that you will take action against Mr Johnson so that such things can never happen again.

[Your Name]

[Senders Title] -Optional-