

Letter to Respond to a Complaint about a Colleague's Behavior

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [recipient's name],

First of all, i would like to appreciate your courage for reaching me directly in order to resolve your problem. I always suggest employees to bring their issues directly at my office instead of stirring the hodgepodge of rumors and misunderstandings at the workplace. You have made a good choice by doing so.

Dear [enter employee name], I have read your complaint twice. I believe you are right in your say. Mr. [enter employee name] should not insult you for the mistakes that you do since you are new employee and also because he has no right to do so. Even the company suggests that employees be informed of their mistakes in private and in a proper manner. I received the same complaint from some other employees earlier this year, therefore, I now feel this is the time to take action. I will surely talk to Mr. [enter colleague name] about this and I hope that you will not be treated this way in future. Thank you for bringing the matter into my knowledge.

Sincerely,

[Your Name]

[Senders Title] -Optional-