Dear [HR],

My name is [name] and I have been working as [a secretary] for the past [3 years]. I am proud and happy to do my bit by offering assistance to my senior colleague. Sadly, this wonderful experience is being ruined because of a single employee: [employee name].

I've explored all other options prior to writing this letter and I find myself forced to resort to the human resources department for a resolution.

His/Her] continuous misbehavior and lack of conduct are just too much to cope with. It's affecting my performance and hindering me from doing my work. [Give examples here. What, when, and where it happened? Support your case with numbers, dates and facts.]

I ask for your immediate intervention to find a solution to this problem and to establish a professional, friendly, and productive environment for all of us.

Thank you very much for your understanding.

Best Regards