

Dear John,

My name is Peter 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: [Elis Rzel].

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 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. There have been incidences with other colleagues too. I want to work in a peaceful environment and not people bullying or getting involve in unnecessary fights.

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