**[Your full name]** [Your job title]

[Date]

**[Recipient's name]**

[Recipient's job title]  
[Company name]

**Re: Formal complaint against [name of another employee]**

Dear [recipient's name]:

The purpose of this letter is to file a formal complaint against [name of other employee] who works as a [other employee's job title]. As there have now been several incidences between us that we have been unable to resolve, I feel it's appropriate to take the next steps in addressing my concerns.

On [date of one incident], [employee's name] [details of the incident, including witnesses and what the employee said or did that was inappropriate]. Because I am a [personal attributes] employee, I was deeply affected by their [words and/or actions] and [description of the impact their actions had in the workplace]. Please see my attached notes for additional details.

I hope that by bringing this to your attention, we can [proposed resolution].

Sincerely,

[Your name or signature]  
[Your title]