

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

Re: Complaint about Co-Worker

Dear :

I am writing in reference to {name of co-worker}. During the last few weeks, {co-worker} has been {talking to much, talking to loud, making inappropriate remarks, snapping their gum, etc}. I have spoken to {co-worker} several times to explain that his/her behavior is disrupting and inappropriate. However, my discussions to him/her have not resulting in {co-worker} altering their behavior.

I am writing to you to report this inappropriate behavior. I am not able to work productively with these distractions. Please speak to this individual regarding this. Thank you for your time.

Sincerely,

N A M E