

Name of Employee
Name of Company (if Applicable)
Position in Company (if Applicable)
Address of Company
City, State, Zip Code

DATE

Name of Employer
Name of Company (if Applicable)
Address of Company (if Applicable or of Employer)
City, State, Zip Code

Dear Name of Employer:

I would like to report a conflict that has arisen between me and [Name of Colleague], my fellow colleague, in the Finance department. There have been several incidents over the last three months, and I feel that it is time to present a formal complaint.

I would like to report the occurrences on record as follows:

On [Date], the aforementioned coworker and I disagreed about how she disrupted a phone call I was having with a client. She was laughing and talking out loud; even though I explained to her several times that I couldn't hear my client on the phone.

The phone call was disrupted and my client did not call back to substantiate a deal that was in process. Even though I explained to her several times that I couldn't hear my client on the phone, Jane continued to talk even louder.

[Name of Colleague], has continued to talk and laugh loudly when I am on the phone with clients. Because she continues to do this, I am unable to do my job as I should and I am losing clients. I have felt harassed and belittled by [Name of Colleague] and have suffered stress and verbal abuse on many occasions; not only on [Date] but also five times in [Month] of this year. The dates in [Month] are: [Date] around one in the afternoon, [Date] at 11 am, [Date] at 12 noon, [Date] at 1 pm and [Date] at 9 am.

I understand that it takes two people to have a conflict and that I may have been responsible for reacting too strongly to her; however, I am actively seeking a decision now. I would like to suggest that either [Name of Colleague] or I be assigned to different departments or projects or that a mediation session be set up with a third person present.

I feel that I am a loyal and hardworking employee but the stress of this situation has brought on unwanted anxiety about coming to work and has made my work almost impossible. I would like to resolve this issue as soon as possible. Thank you for your time and understanding.

Sincerely,

Signature of Employee
Printed Name of Employee