Ms. Christine Hansen

Toledo, Ohio 43604-1547

August 3, 2010

Mr. Ashton Brink

Human Resources Officer

Accents, Inc.

Dear Mr. Brink,

I write to you to regarding a complaint I have about my superior officer, Mr. Andrew Ford, who is the sales manager of the company.  It saddens me but I must complain about his unprofessional attitude which he has displayed during several instances with me.

In brief, the major instance took place when he accompanied me during my rounds to customers in the area.  He ordered me to pick-up his children at school after work since he would not be able to do so due to a company activity.  I had my own appointment at the time but was forced to oblige to his request in fear for my job.  Several other similar incidents followed, prompting me to report the matter.  I am worried that he may continue to take advantage of me.

Thank you and I hope for your prompt action.

Sincerely,

Christine Hansen