Mr. Bart Adams

Sales Representative

January 11, 2011

Ms. Gail Bale

Team Leader

AAA Company

Dear Ms. Bale,

I write to you to express my complaint about a staff member of our team, Ms. Gloria Englebert.  I am a new member of the team and started working with the company last month.  Since it is only my first month at work, I am still in the process of getting well-oriented with my job and learning the best techniques to have high sales in the area.

Although I am putting my best effort in the job, Ms. Englebert constantly criticizes me and hounds me non-stop about my poor performance.  Whenever there is something I forget to do, she berates me and even calls me at my home late at night.  I do not know her intentions for doing so but Ms. Englebert’s actions are already affecting my work and my family.

Thank you.  I hope this matter be looked into promptly.

Sincerely,

Bart Adams