Dear Sir or Madam,

I have been working in this company from the last five years. I’ve never had any issues with the management until the recently appointed manager came in. I feel that I’m not being treated properly or correctly by the current manager.

I am writing this letter to complain about the bad or unfair behavior of the {first & last name of manager}. I have been facing this issue for a week now. Initially, I thought it was just one time but then he/she continues to poke me without any reason.

Doesn’t matter how well I perform, I feel [he/she] never recognizes me. This is hampering my growth and progress in my career and that has been extremely discouraging to me.

I am asking you to help me resolve this situation and to consider placing me on a different team. I thank you in advance for looking into this matter on my behalf.

Sincerely,