Dear {Sir/Mam,}

I am writing this letter to complain about XYZ person working in the marketing department. I have been facing the difficulties for over a week now and I feel that it’s the correct time to report a formal complaint letter against him/ her.

Here is what’s happening for over a week now;

I’ve joined the ABC company on {mention date} and the XYZ person is my team leader. His behavior has been extremely rude to me. He has been passing comments on my clothes and body. Initially, I ignored it because I thought he might be joking. But he has been doing it frequently for over a week now. I have told him not to do that, but he didn’t listen. He continues to do so, and now it’s enough.

I have not been able to focus on my work due to this unacceptable behavior. Not only me, but few other interns are also facing the same issue. I feel concerned about the situation as it affects me personally as well as professionally. Please look into this matter.

I would request you to please look into this and resolve this issue as soon as possible. I hope you would understand my situation and take immediate action.

Sincerely,

{Name of Employee}