

Subject: Complaint Letter for employee rudeness

Respected sir,

My name is Ted Hughes, and I want to file a complaint regarding the rude treatment I received by one of your employees on the 02/06/2017 at your merchandising department.

It occurred approximately at 02pm after the lunch when we all settled down in our seats, I have received an email from one of our astute buyer that they are going to cancelled all our orders as they are not getting a single sample of style no-fames43 and claimed 805 debit against the supposed shipment.

After receiving all of my information ,I asked Miss Mary about all this then she said she has no idea about the style and shipment and on the other hand as we know you have handed over this buyer to Miss Mary and she refused about the fact in front of whole merchandising team.

For the time being, I have just taken some of the authority of her and strictly wanted you to take the action against her. As you know the company faces the huge loss just for her carelessness and even she defamed our company name with those actions. In short I don't want such employees in my team .So please kindly take strict action by this week only.

Sincerely

Ted Hughes