

Name

Address

City, State, Zip Code

Phone Number

Email

Date

To whom it may concern,

We have been faithful employees of this clinic since we began working here. All our time spent working here has been good so far, but now a problem seems to have crept up, which has threatened to disrupt the otherwise productive time at work. This letter is regarding the behavior of our head, [confidential name].

Mrs. [confidential name] has been at the managerial post for the last four months and we feel that we are not being fairly treated by her. As such, we would like to place a formal complaint against her.

It saddens us to say that it has become increasingly difficult for us to remain productive in our current positions because of the negativity from our manager.

An extremely unapproachable and unfriendly person, our manager exhibits extreme favoritism in the work environment. Mrs. [confidential name] goes out of her way to protect the people she prefers, and manages to find faults in those for which she has expressed blatant dislike.

Her sarcastic remarks are exceedingly demeaning and demoralizing, and there is an extreme lack of communication that exists within our department. There are no regular staff meetings, and hence, the only people aware of what is going on are those who are on good talking terms with the manager.

The weekly rotation is unplanned and poorly executed. The people who are favored seem to get the best shifts while those that are disliked are constantly shuffled around. Not only are we, collectively, unaware of what takes place in the department which affects the staff directly, if we do happen to be brought in the loop, it is always last minute. That is hardly fair and often times leaves us unprepared for whatever changes are being made.

Moreover, there is clearly a grave discrimination against the reception staff. While the entire clinic staff is required to work on a Saturday from 9 am to 1 pm; it is only the reception staff that are denied the time and half of their duties without a valid explanation.

The department is ill equipped, severely lacking the basics, essential to ensure that we do our job proficiently such as stationery, post-it notes, appointment cards, and the rest. Furthermore, the clutter and disorganization in our department not only makes the place extremely claustrophobic but also very unsafe. Please find attached pictures for your perusal.

While the points mentioned above are annoying and unsettling to say the least, what is most bothersome is racial and religious discrimination that members of our department are subjected to. Not only are we harassed by Mrs. [confidential name]'s inappropriate questions and derogatory remarks about age, physical appearance, and personal life choices, this humiliation continues in front of the entire staff.

In addition, the entire clinic has recently been allocated new uniforms except our department, with Mrs. [confidential name] consistently disregarding our requests. The members of the administrative and clinical staff have the same uniforms which creates confusion for the patients. Moreover, the clinic has always offered the female members of the staff an option of two piece uniforms, where those that are uncomfortable with dresses due to personal or religious reasons, have access to trousers. However, in a very sexist move made by our manager, this option is no longer available to the female staff.

Another point of complaint is that not only have there been no staff appraisals in the last 7 years, the newest members of the staff are paid equally as those who have a considerable amount of experience working in the department which can hardly be considered fair.

I truly believe that it is not company intent or policy to permit such instances to occur without a thorough evaluation of the circumstances. We would appreciate your review of the matters concerned to help us resolve the situation at hand.

I speak for our department when I say that we have greatly enjoyed our work responsibilities for the clinic, and we hope that you will recognize our attempts at rectifying a situation, that is to us, is unbearable.

Sincerely,

[Name of client]