

## Complaint Letter Sample

To  
Senior Manager, Human Resources Department  
Crystal Soft Drinks  
F-56, French estate building, Markson road  
London, United Kingdom

Subject: job promotion complaint letter  
Respected Mr. Brooks,

I, Jack Dawson, the junior sales manager at Crystal Soft Drinks am writing this letter to you to make a formal complaint regarding job promotion being granted to less deserving candidates in the company. I hope you will take my complaint seriously and would take necessary actions.

Sir, I have been working faithfully in this company since 2 years and have been promised an appraisal and promotion for a long time now. During my job in this company, I have seen atleast 3 less deserving and less experienced candidates get promotions. I would not like to take any names but I think this is highly discriminating behavior. During my tenure here, I have always been very dedicated and there has been no complaint against me. I fail to understand the reason for this and would like for you to look into this matter.

I am not the only employee who feels this way and would request you to make the promotion system more transparent.

Thanking you

Sincerely

Jack Dawson