To: [Recipient Name/HR Department]

From: [Your Name]

Date: [Current Date]

Subject: Formal Complaint: Chronological Record of Disrespectful Conduct

Dear [Recipient Name],

I am writing to formally document a series of disrespectful actions involving [Name of Individual] that occurred on [Date]. Below is a chronological account of the incident(s):

[Time, e.g., 9:00 AM]: [Describe the start of the interaction, where you were, and what was initially said or done.]

[Time, e.g., 9:15 AM]: [Describe the specific disrespectful behavior, including quotes of language used, tone of voice, or physical gestures.]

[Time, e.g., 9:20 AM]: [Describe your response to the behavior and any attempts made to de-escalate the situation.]

[Time, e.g., 9:30 AM]: [Describe how the interaction concluded and identify any witnesses who were present.]

The behavior described above is unprofessional and creates an environment that is difficult to work in. I am bringing this to your attention to ensure the matter is addressed according to company policy.

I have attached [List any supporting evidence, e.g., emails, screenshots, or witness statements] for your review.

Thank you for your time and for addressing this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Job Title]