

## Sample Complaint Letter

DATE \_\_\_\_\_

YOUR FULL NAME & TITLE  
ADDRESS  
POST CODE  
TEL NUMBER HOME/WORK  
E-MAIL ADDRESS

NHS NO. )  
HOSPITAL NUMBER: D. ) if known  
PATIENT'S DATE OF BIRTH )

Head of Patient Relations  
South Tees Hospitals NHS Foundation Trust  
The James Cook University Hospital  
Marton Road  
MIDDLESBROUGH  
TS4 3BW

Dear Sir/Madam,

**Re: PATIENT'S NAME, DATE OF BIRTH, ADDRESS** *(if not yourself)*

I am writing to you to complain about the treatment received at

(insert) HOSPITAL & WARD/ DEPARTMENT WHERE INCIDENT HAPPENED

- Please see enclosed leaflet for the hospitals covered by South Tees Hospitals NHS Trust.
- If you are complaining about a particular member of staff, also include their name and position if known.

**(insert) DETAILS OF WHAT HAPPENED, WHEN IT HAPPENED**

- *Include names and positions of people involved, if relevant.*
- *If the events are very detailed, list the main points in date order in this letter.*
- *Enclose further background information on separate sheets, if required.*
- *Do not leave out relevant information or any part of your complaint).*

(insert) DETAILS OF WHY YOU ARE NOT SATISFIED.

- If you wish to complain about a number of matters, list the most important ones first.
- Try to be clear and concise in the points you make.

# How To Write A Complaint Letter About A Coworker

**ML Morrison**



## **How To Write A Complaint Letter About A Coworker:**

**101 Sample Write-Ups for Documenting Employee Performance Problems** Paul Falcone, 2010-03-24 Whether you're addressing an initial infraction or handling termination worthy transgressions you need to be 100 percent confident that every employee encounter is clear fair and most importantly legal Thankfully HR expert Paul Falcone has provided this wide ranging resource that explains in detail the disciplinary process and provides ready to use documents that eliminate stress and second guessing about what to do and say Revised to reflect the latest developments in employment law the third edition of 101 Sample Write Ups for Documenting Employee Performance Problems includes expertly crafted easily customizable write ups that address sexual harassment absenteeism insubordination drug or alcohol abuse substandard work email and phone misuse teamwork issues managerial misconduct confidentiality breaches social media abuse and more With each sample document also including a performance improvement plan outcomes and consequences and a section of employee rebuttal it's easy to see why over 100 000 copies have already been sold making life for managers and HR personnel significantly easier when it comes to addressing employee performance issues *How to Write Successful Letters of Recommendation* Kimberly Sarmiento, 2014-12-22 Letters of recommendation are a part of every standard school or job application As an employer professor colleague peer or friend chances are that at one point or another you will be asked to put a person on paper and every word counts How to Write Successful Letters of Recommendation is your one stop source for painting the perfect picture in just one short letter You will learn everything you need to know about writing the perfect letter of recommendation that will get your friend colleague or student accepted or hired The most effective letters of recommendation are accurate succinct descriptive and powerful and include realistic evaluations of performance and capability With ideas about how to start your letter and topics to include this complete guide will teach you how to do just that as you construct the perfect letter from start to finish Outlined in ten easy steps this complete guide gives you the tools you need to write reference letters that your employees colleagues students and friends will appreciate This book is filled with tips and tricks for personalizing the letter and making your friend student employee or coworker shine With a word bank of powerful phrases and descriptive words you'll have everything you need to make your letter stand out at your fingertips Sample letters of recommendation are also included along with explanations of why each one is effective and tips for replicating these letters in just minutes You will learn about the different types of recommendation letters from employment to academic to volunteer and how to direct your letter to the appropriate audience You'll even learn what to do if someone you haven't worked with closely asks you to be a reference or how to deal with being asked for hundreds of recommendations at once This exhaustively researched book will even teach you how to politely avoid writing letters for those people you aren't quite comfortable recommending The Companion CD ROM is filled with templates examples word banks and worksheets so that you can easily learn to verify experience confirm competence build credibility and bolster

confidence with just a simple letter A recommendation is more than just a letter it s often make or break in a candidate s application for school volunteering or employment With the step by step instructions and writing guidelines in this book you will learn how to write introductions opening statements the body including a well written vivid assessment of character and work ethic and a strong conclusion This new book will also teach you how to appropriately sign your letter and will provide you with tips of re reading and editing it to make sure you gave an effective recommendation We spent hundreds of hours interviewing high school teachers college professors employers and more who have nailed the art of composing effective communications With *How to Write Successful Letters of Recommendation* your employees colleagues students and friends will see you as their go to source to helping them succeed in their next big venture

**The AMA Handbook of Business Documents** Kevin Wilson,Jennifer Wauson,2011-05-10 From business plans and sales presentations to newsletters and email marketing *The AMA Handbook of Business Documents* gives readers the tips tricks and specific words they need to make their company come across on page or screen in a way that leads to its success This versatile guide to preparing first class written pieces provides readers with dozens of sample documents and practical tips to give them a strategic and creative advantage when crafting proposals memos emails press releases collection letters speeches reports sales letters policies and procedures warning letters announcements and much more You ll learn about the various types of business documents and the parts of a document that spell either big success or big trouble Suited equally to executives entrepreneurs managers administrative staff and anyone else charged with putting a business s intentions into words this handy guide will forever transform the way you communicate your company s identity products services and strengths in written communication

*The Essential Guide to Workplace Investigations* Lisa Guerin,2022-07-04 Learn how to conduct a full and fair workplace investigation Workplace complaints carry serious legal and financial risks to a company so it s essential to act fast when you receive an employee complaint But an ineffective or poorly handled investigation can land your company in even more trouble than not performing one at all It s more important than ever to ensure your investigation is complete impartial and timely *The Essential Guide to Workplace Investigations* shows you how to legally and successfully investigate and resolve any type of complaint or problem It covers common issues such as harassment discrimination violence drug and alcohol use and employee theft This edition has updated sections on sexual orientation and gender identity discrimination and handling problems in the remote workplace The book guides you through each step of an effective investigation including deciding whether to investigate planning an investigation interviewing witnesses gathering and evaluating evidence documenting the investigation and more With Downloadable Forms You can download all the forms you need including sample policies checklists templates and resources at Nolo

**Classified Index of National Labor Relations Board Decisions and Related Court Decisions** ,2009

**How to Write it** Sandra E. Lamb,2006 Provides examples and advice on writing announcements condolences invitations cover letters resumes recommendations memos proposals reports collection letters

direct mail press releases and e mail *E-Writing* Dianna Booher, 2001-07-19 Are you guilty of e mail trigger finger Do you constantly cc people you never even see What are today's rules for conducting business over the Internet Now *The Elements of Style* meets the *Miss Manners* of memos in the ultimate writing guide for the digital age In an era when written communication in the workplace is more crucial than ever at a time when many professionals all but completely eschew face to face dealings E writing is poised to become the new bible of business writing Accessible and inviting this Web savvy how to book promises to transform anxious e mail hacks and mediocre memo writers into eloquent electronic scribes in no time at all Inside you will learn how to combat counterproductive e mail habits write authoritatively and persuasively with a clear message that generates quick action handle e mail and letter correspondence efficiently and effectively select an appropriate style for the audience you're addressing heighten your professional image self confidence and career prospects Practicing what she preaches award winning communicator and bestselling author Dianna Booher writes in a refreshingly straightforward style and has organized E writing to make on the spot referencing a snap Keep it handy refer to it often and your online mailbox will never be the same again

**The Habits of Unity: 12 Months to a Stronger America...One Citizen at a Time** Elaine Parke, MBA, CS, CM, NSA, 2021-08-27 America has almost never been more divided Author Elaine Parke MBA CS CM NSA believes the core problem is that our founders created a Bill of Rights but failed to write a Bill of Responsibilities To be a healthy nation citizens as individuals must also unite around the daily practice of democratic ideals This doesn't mean we all think alike It does mean we treat others equally and with dignity respect and kindness *The Habits of Unity 12 Months to a Stronger America One Citizen at a Time* is a one minute a day action guide to a better life and a more empowered citizenship Each

**West Group High Court Case Summaries** Dana L. Blatt, 2001 Coworker's Secret Baby Rachel Foster, He doesn't know what it is about her but Trey intrigued by his coworker Ella She's beautiful fun and intelligent He lets his feelings get the best of him when he hooks up with her over their lunch break one day Now their company has made budget cuts and Ella loses her job because of her seniority rank A fight with Trey makes her feel like he doesn't want anything to do with her Now it's 7 months later and Ella bumps into Trey He looks at her and notices the obvious belly She doesn't say much to him but tells him she's sorry Plagued by trust issues because of his past relationships Trey has to decide if he can commit to Ella in the way that she needs Desperate for someone to take care of her Ella will have to first learn what is best for herself Can Trey and Ella overcome their own personal struggles or will the hidden pregnancy make them go their separate ways

**Equal Employment Opportunity Compliance Guide 2018 Mid-Year Supplement (IL)** Buckley, National Labor Relations Board Annual Report 2008, Technical Writing Sharon J. Gerson, Steven M. Gerson, 2000 For courses in Technical Writing Business Communication and Professional Writing *Technical Writing Process and Product* guides students through the entire writing process prewriting writing and rewriting developing an easy to use step by step technique for writing the types of documents they'll encounter on the job The authors student friendly style

engages students in the writing process and encourages hands on application as well as discussions about ethics audience identification electronic communication and the role of technical writing in the workplace      **The 2010 Pfeiffer Annual** Elaine Biech,2009-11-25 This volume of the popular Pfeiffer Annuals series offers unique activities articles and an instrument from experts and practitioners in the field of managerial training It addresses the design delivery and evaluation of interventions that can be used to improve the performance of managers across all sorts of disciplines This year s Annual puts the spotlight on communications and offers value information on such topics as negotiation leadership situational training informal learning trust and distance learning The Annual features an international list of expert contributors Purchase of an Annual includes access to an associated website which features customizable versions of the reproducible items associated with each activity included in the volume      **Privacy Provisions in Major Collective Bargaining Agreements** ,1994 *Area Wage Survey* ,1994      *Privacy Provisions in Major Collective Bargaining Agreements, 1992* Leon E. Lunden,1994 **Bulletin of the United States Bureau of Labor Statistics** ,1994      *The Bedford Researcher* Mike Palmquist,2011-09-13 A survival guide that offers practical help for academic research writing      **The Indiana Guide to Hiring and Firing** Kenneth J. Yerkes,David W. Miller,2008 Nearly every employer regardless of size must deal with complex issues ranging from workplace harassment to disability accomodation on a frequent basis Employers are entitled to straightforward answers as to the obligations and limitations imposed by employment laws

## Whispering the Strategies of Language: An Mental Quest through **How To Write A Complaint Letter About A Coworker**

In a digitally-driven world where screens reign supreme and quick transmission drowns out the subtleties of language, the profound strategies and mental subtleties concealed within phrases frequently get unheard. However, set within the pages of **How To Write A Complaint Letter About A Coworker** a interesting literary treasure sporting with organic thoughts, lies an extraordinary journey waiting to be undertaken. Published by an experienced wordsmith, this wonderful opus encourages visitors on an introspective journey, delicately unraveling the veiled truths and profound impact resonating within ab muscles fabric of each word. Within the mental depths of this touching review, we can embark upon a heartfelt exploration of the book is key themes, dissect their fascinating publishing type, and succumb to the powerful resonance it evokes heavy within the recesses of readers hearts.

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