

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

Kevin Wilson, Jennifer Wauson



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 are 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 is 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

The AMA Handbook of Business Writing Kevin Wilson, Jennifer Wauson, 2010 Previous Edition 9780763773151 *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 will 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, 2022-07-26 Mishandling workplace complaints can lead to bad publicity employee turnover and legal trouble By following the ten steps laid out in the book managers and HR professionals can learn how to take complaints conduct interviews document findings and ultimately make decisions to keep employees safe and the company out of the courtroom *Classified Index of National Labor Relations Board Decisions and Related Court Decisions*, 2009 **Technical Writing** Sharon J. Gerson, Steven M. Gerson, 2003 For courses in Technical Writing Business Communication and Professional Writing This text 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 will 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 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

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

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

West Group High Court Case Summaries Dana L. Blatt, 2001

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

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study time and efforts on improving your score Review answer keys and detailed explanations for each practice test s correct answers Find detailed information on career opportunities in the public and private sectors including eligibility requirements and application procedures and Top Ten Strategies to Raise Your Score Trust Me! I Will Write You Cyndi Butlerperry,2010-07 After opening a bag of potato chips fifteen year old Cyndi was upset when she found that the chips were completely soaked in grease and obviously inedible She sat in the kitchen with her mother as her mother hand wrote a letter To The potato chip manufacturer Several weeks after mailing the letter her family received a huge box in the mail Upon opening the box Cyndi was surprised to find that the potato chip manufacturer responded to her mother s letter Inside the box was a six month supply of potato chips coupons for future purchases and an apology letter A valuable lesson was learned that day The box of potato chips was nice but the letter of apology was better Cyndi continued to carry the practice of letter writing and has made this a part of her life She has used letter writing as a way of reacting in a non confrontational manner to get resolve and affect change This book is a compilation of actual letters that were written over the years to strangers bank managers car dealership owners employers local mayors local magistrates local post office workers and even coworkers What do these entities have in common They all inflicted some sort of injustice against Cyndi and received written letters in the mail Everyone responds to frustration created out of injustices in the way suited best for him or her Some people have the unique ability to ignore injustices directed at them and others stand firm on principle Did the potato chip incident arise To The level of injustice No it was an honest mistake Nevertheless The letter to them helped Cyndi understand that letters have power This book expresses one way of releasing frustration and a unique way of dealing with the frustration creators of the world **201 Ways to Turn Any Employee Into a Star Player** Casey Fitts Hawley,2004-04-30 By arming managers with the strategies they need to deal with the full range of employee problems including tardiness low quality work and constant complaining this becomes the only resource they need to turn a problem employee into a top performer Letters for Special Situations Anne McKinney,1999 A valuable how to resource for those who seek guidance in composing letters for business and personal reasons Some of the letters shown are these letters of complaint letters of appeal business marketing letters press releases letters appealing a job dismissal letters appealing a supervisor s rating letters of application to law school and medical school cover letters to accompany resumes follow up letters after job interviews collections letters letters related to consumer credit and finance legal letters and notices letters of apology letters of appreciation letters of reference and letters of recommendation letters of nomination letters of opposition letters of reprimand letters of termination letters of solicitation letters of intent letters to public officials networking letters promissory notes letters requesting a raise letters requesting a promotion letters of resignation and many more letters designed to assist in personal and business matters In an era whenmany feel that letter writing is the lost art this book can be a valuable tool to help anyone create letters to use in the special situations in life **Equal Employment Opportunity Compliance Guide 2018 Mid-Year Supplement (IL)**

Buckley, 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 Equal Employment Opportunity 2019 Compliance Guide (IL) Buckley, 2018-12-26 Equal Employment Opportunity Compliance Guide 2019 Edition is the comprehensive and easy to use guide that examines all the major administrative and judicial decisions interpretive memoranda and other publications of the EEOC providing complete compliance advice that is easy to follow as well as the full text of the most important EEOC publications and more on CD ROM This one stop EEO solution delivers completely current coverage of compliance developments related to Harassment Including thorough coverage of the employer s prevention responsibilities Disability Fully comply with all requirements including the accommodation of work schedules Religious discrimination Keep current with the most recent developments including reverse religious discrimination Gender identity discrimination Avoid high profile and potentially costly mistakes Previous Edition Equal Employment Opportunity Compliance Guide 2018 Edition ISBN 9781454883944 **The Bedford Researcher** Mike Palmquist, 2011-09-13 A survival guide that offers practical help for academic research writing

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