

## 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

**Rachel Foster**



## **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.

**The AMA Handbook of Business Writing** Kevin Wilson, Jennifer Wauson, 2010-08-04 This invaluable resource gives you quick, accessible guidelines to the entire writing process, from using correct grammar and style to formatting your document for clarity to writing effectively for a target audience. When it comes to writing, do you know how many businesspeople are just winging it? It clearly shows in sloppy grammar, incomprehensible language, poorly structured documents, shoddy research and downright ugly formatting. Whether it's a simple business letter or a hefty annual report, poor writing looks bad for the organization and it really looks bad for the person producing it. This is a remarkably comprehensive reference and remarkably easy to pinpoint the information you need to complete any writing project, such as annual reports, newsletters, press releases, business plans, grant proposals, training manuals, PowerPoint presentations or any piece of formal correspondence. The AMA Handbook of Business Writing is designed for businesspeople of every stripe, from marketing managers to human resources directors, from technical writers to public relations professionals, from administrative assistants to sales managers. This helpful guide is a complete A to Z reference on everything you need to produce top quality documents. Offering the expansive breadth of information found in The Chicago Manual of Style but without the excessive detail and complexity, you'll find here more than 600 pages of instantly accessible, thoroughly useful information for getting any job done. With examples and cross references throughout, The AMA Handbook of Business Writing is an indispensable desktop reference for every business professional.

**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

[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

**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 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

*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      **Equal Employment Opportunity Compliance Guide 2018 Mid-Year Supplement (IL)** Buckley,      The Bedford Researcher Mike Palmquist,2011-09-13 A survival guide that offers practical help for academic research writing      **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

*Master the Clerical Exams* Peterson's,2010-06 Peterson s Master the Clerical Exams 6th Edition provides user friendly test preparation for those seeking public and private sector clerical positions This essential test prep guide includes tips on how to score high on many of the most widely used exams for jobs with federal state and local governments an overview of the civil service test taking process and subject reviews of all test areas Peterson s Master the Clerical Exams offers readers 8 practice tests covering all subjects presented in clerical exams writing typing coding vocabulary syntax analogies reading comprehension spelling and basic math This guidebook is structured to help you achieve a high score on the Clerical Exam Take a Diagnostic Test to determine your strengths and weaknesses in the material so you can focus your 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      **Master the Clerical Exams--Practice Test 8** Peterson's,2010-07-01 Peterson s Master the Clerical Exams Practice Test 8 provides a great opportunity for test takers to practice the type of questions encountered on Municipal Office Aide Exam and then assess their strengths and weaknesses

Through this full length practice test readers can find out where their skills are strongest and where they need extra help  
Clerical test subjects in this practice test include grammar clerical skills and reading comprehension Detailed answer  
explanations can help target the right study plan to score high on the Municipal Office Aide Exam     *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     **Privacy Provisions in Major Collective**

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## How To Write A Complaint Letter About A Coworker Introduction

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## How To Write A Complaint Letter About A Coworker

web nov 10 2023 good morning everyone i am very happy to see everyone blooming in the spirit of the sports day it is an absolute honor to introduce to you all the chief guests guests mention their names today we feel privileged to host you today i would like to thank you for accepting our invitation and gracing us with your presence

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web read welcome speech for event in 3 minutes here it is my pleasure to present a welcome speech for the event of the annual sports day i believe that everyone present here is doing good and are super excited about today s sports day

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web mar 10 2023 10 give a brief overview of the schedule short speech on welcome speech a very warm morning to everyone who are present here and who are going to make this program a grand success it s my immense pleasure to

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web in the case of a welcoming ceremony the welcome speech is considered to be one of the most important parts of the whole gathering in fact it is the most crucial aspect of the entire event this is because the welcome speech serves several purposes first it introduces the guests to the host

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web welcome speech for an event a welcome speech is a great way to set the tone for an event it sets the tone for the event and can make attendees feel more comfortable and welcome additionally a well crafted welcome speech can help to promote the event to those who may not be familiar with it

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