

# Grievance Letter against a Colleague

[Sender's Name]

[Sender's Designation]

[Sender's Department]

Date of Letter: Month DD, YYYY

[Recipient's Name],

Dear Sir,

It is after a lot of deliberation that I am writing this letter to you to complain about my colleague Mr F formally.

We have worked in the same team for the past two years. However, it is only in the last six months that we have been assigned to work on the same project. His contribution to the work has been negligible from the beginning, but I did not complain against the same. However, in the last meeting with the client, he stole my presentation and presented as his own.

This is completely against professional etiquette and company ethics. I do not wish to continue working with him on the project and request your interference in the matter. Kindly take the necessary actions as I do not want the credit of my work to go to someone who has no contribution in the same.

Best Regards