

<Name of Sender>

<Address>

<City, State, Zip Code>

<Date>

<Recipient Name>

<Designation>

<Organization Name>

<Address>

<City, State, Zip Code>

Subject Letter of Concern for Some Team Members' Unprofessional Behavior

Dear Sir,

This letter is to bring to your kind notice that I am designated as an IT Professional in your organization. Last month, I was assigned a new project and two other colleagues of mine- <First Colleague Name> and <Second Colleague Name> were also names as my team members. My superior had declared that I would be heading the project and the other two members will be reporting to me.

You would be aware of the fact that it is imperative and essential to work as a team for the successful completion of any IT project. Also, the new project has to be completed by the end of the current month.

Kindly consider this letter as my complaint against these two team members of my project. Both of them are behaving unprofessionally with the tasks assigned to them and do not appear to be interested in discharging their duties properly.

The company's working policy mentions that all employees have to play their respective roles while they work as team members or in groups. I believe in the spirit of teamwork and feel highly efficient and proactive while working in a group.

I would hereby request you to issue a warning to <First Team Member> and <Second Team Member> for their unprofessional and careless behavior. I would also suggest that they are penalized for their unprofessional approach to work. If you take note of my concern fast, the project can be completed within the desired time frame and in full professional integrity.

I sincerely hope that you will appreciate the importance of the short time span and act accordingly. Additionally, it would be extremely generous of you in case you can investigate this issue and offer a solution as soon as possible.

Thank you.

Sincerely

<Signature of Sender>