

## MAIL SELF

---

<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.

# Sample Letter Of Concern To Employee

**Yi-Tong Ma**



## **Sample Letter Of Concern To Employee:**

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