

Hostile Work Environment Claim

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally document and express my concerns regarding the hostile work environment I have been experiencing at [Company's Name]. I believe that certain behaviors and actions within the workplace have created an intolerable atmosphere for me and my colleagues.

Details of the Incidents:

- [Describe the first incident, including dates and specific behaviors]
- [Describe the second incident, including dates and specific behaviors]
- [Describe any additional incidents as needed]

These incidents have not only affected my morale but also my productivity and overall well-being. I believe that the actions mentioned above constitute a violation of [insert relevant company policies or laws].

I request that this matter be investigated promptly and that appropriate actions be taken to address the situation. I am hopeful for a resolution that ensures a respectful and safe work environment for all employees.

Thank you for your attention to this serious matter. I look forward to your prompt response.

Sincerely,

[Your Name]