

Formal Complaint Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Formal Complaint of Workplace Harassment

Dear [Manager's Name],

I am writing to formally complain about the harassment I have been experiencing in the workplace. The incidents have occurred on multiple occasions, primarily involving [Name of the harasser, if known], and have made my work environment uncomfortable and hostile.

The most recent incident occurred on [Date], where [describe the incident in detail, including what was said or done]. This behavior is not only inappropriate but also undermines my ability to perform my job effectively.

I am requesting that this matter be taken seriously and investigated promptly to ensure a safe and respectful workplace for all employees. I am willing to discuss this matter further and provide any additional information needed.

Thank you for your attention to this serious issue. I look forward to your swift response.

Sincerely,

[Your Name]