

Workplace Harassment Complaint

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Formal Complaint Regarding Workplace Harassment

Dear [Manager's Name],

I am writing to formally report an incident of workplace harassment I have experienced while working at [Company Name]. I believe it is important to bring this matter to your attention to ensure a safe and respectful work environment for everyone.

Details of the Incident

Date of Incident: [Insert Date]

Location: [Insert Location]

Description:

[Provide a detailed account of the harassment, including specific behaviors, quotes, and any witnesses present. Be factual and concise.]

Impact

[Explain how the harassment has affected your work, well-being, and the workplace environment.]

Request for Action

I request that appropriate action be taken regarding this matter. I would appreciate an investigation into the incidents and any necessary steps to ensure that such behavior does not continue in the workplace.

Thank you for taking the time to consider my complaint. I hope for a swift resolution to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]