

Formal Report of Workplace Harassment Incident

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Formal Report of Workplace Harassment Incident

Introduction

This report details an incident of workplace harassment that occurred on [Insert Date of Incident] involving [Insert Names or Descriptions of Individuals Involved].

Incident Description

On [Insert Date], at approximately [Insert Time], [Describe the incident including location, actions taken, and any witnesses].

Impact

This incident has created an uncomfortable work environment, affecting [Insert Impact on the victim, team, or overall workplace].

Actions Taken

Upon reporting the incident, the following actions were taken: [Describe any immediate actions, reporting to HR, etc.].

Requested Action

I request a formal investigation into this matter and appropriate measures to address the harassment and ensure a safe workplace for all employees.

Conclusion

Thank you for your attention to this serious matter. I am available for further discussion at your earliest convenience.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]