

Witness Statement for Workplace Harassment

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Company Name]

Address: [Company Address]

Subject: Witness Statement Regarding Workplace Harassment

Dear [Recipient's Name],

I, [Your Name], am writing this statement to address an incident of workplace harassment that I personally witnessed involving [Name of the Harasser] and [Name of the Victim] on [Date of Incident] at [Location].

On the mentioned date, I observed the following concerning behavior:

1. [Describe the incident in detail, including the actions, words, and context surrounding the event.]
2. [Include any specific dates, times, or relevant information that will support the statement.]
3. [Mention any witnesses who were also present during the incident.]

I believe these actions constitute workplace harassment as they created a hostile and uncomfortable work environment for [Name of the Victim].

Please feel free to contact me for any further information or clarification. I am willing to provide any additional details to assist in this matter.

Thank you for your attention to this serious issue.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Contact Information]