

Harassment Allegation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Formal Harassment Allegation

Dear [Recipient's Name],

I am writing to formally report an incident of harassment that I have experienced in the workplace. This incident occurred on [date] at [location], involving [name of the person(s) involved].

The nature of the harassment includes [brief description of the harassing behavior, including specific details, dates, and any witnesses if applicable]. This behavior has created a hostile work environment and has negatively impacted my well-being and job performance.

I believe that this behavior violates [company policy, state/federal law, etc.], and I am requesting that a formal investigation be conducted into this matter. I am committed to providing any further information that is required for this investigation.

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

Sincerely,

[Your Name]