

Bullying Incident Report

Date: [Insert Date]

To: [Insert Manager's Name]

From: [Your Name]

Subject: Report of Bullying Incident

Dear [Manager's Name],

I am writing to formally report an incident of workplace bullying that I experienced on [insert date of incident]. The details of the incident are as follows:

Incident Details:

Location: [Insert Location]

Individuals Involved: [List names and positions of individuals involved]

Description of the Incident:

[Provide a detailed account of the incident, including what happened, when it happened, and how it made you feel.]

Previous Incidents:

[If applicable, include any previous instances of bullying or related behavior that have occurred.]

Impact:

[Describe how the incident has affected you personally and professionally.]

Requested Actions:

[Outline any specific actions you would like management to take regarding this issue.]

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]