

# Assertion Against Misconduct in the Workplace

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I am writing to formally assert my concerns regarding recent instances of misconduct that I have witnessed in the workplace. The actions in question include [describe the specific misconduct, e.g., harassment, discrimination, unethical behavior] that have created an uncomfortable and unprofessional environment for myself and other colleagues.

Details of the incidents are as follows:

- [Detail 1: Date, Description, Individuals involved]
- [Detail 2: Date, Description, Individuals involved]
- [Detail 3: Date, Description, Individuals involved]

It is important to address these issues promptly to maintain a positive workplace culture and to uphold the values of our organization. I trust that this matter will be investigated thoroughly and appropriately.

Thank you for your attention to this serious issue.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Contact Information]