

# Report on Workplace Harassment

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Report of Workplace Harassment

## Introduction

This report aims to formally address incidents of workplace harassment that have occurred within [Company/Organization Name]. It is imperative to ensure a safe and respectful work environment for all employees.

## Description of Incidents

On [insert specific dates], the following incidents were reported:

- [Describe Incident 1]
- [Describe Incident 2]
- [Describe Incident 3]

## Impact

These incidents have adversely affected [mention the affected employees or team], leading to [explain the emotional, physical, or work-related impact].

## Action Taken

[Detail any actions taken to address the harassment, such as reporting to HR, discussions with the involved parties, etc.]

## Recommendations

To prevent future occurrences, I recommend the following actions:

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

## **Conclusion**

It is crucial for [Company/Organization Name] to take this matter seriously and implement necessary measures to ensure a harassment-free workplace.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]