

Harassment Claim Documentation

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Formal Harassment Claim

Dear [Recipient's Name],

I am writing to formally document a claim of harassment that I have experienced in the workplace. The incidents described below have created a hostile work environment, and I believe it is important to address them to ensure a safe workplace for all employees.

Details of Incident(s)

Date(s) of Incident(s): [Insert specific dates]

Location: [Insert location]

Individuals Involved: [Insert names of individuals involved]

Description of Incident(s):

[Provide a detailed account of the incidents, including what was said or done, the context, and how it affected you.]

Impact

[Describe how these incidents have impacted your well-being, work performance, and any witnesses to the incidents.]

Request for Action

I request that this matter be investigated promptly and that appropriate actions be taken to address this issue. I am willing to provide further information or participate in discussions as needed.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]