

Formal Complaint Regarding Workplace Harassment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my complaint regarding incidents of harassment I have experienced in the workplace. The behavior I have encountered has created a hostile work environment and is affecting my professional performance as well as my mental well-being.

The incidents I wish to bring to your attention occurred on the following dates:

- [Date 1]: [Description of Incident]
- [Date 2]: [Description of Incident]
- [Date 3]: [Description of Incident]

I believe this behavior constitutes harassment according to our company's policy and I urge you to take this matter seriously. I expect a thorough investigation into this issue to ensure that proper action is taken to prevent it from continuing.

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

Sincerely,

[Your Name]