

Harassment Report

Date: [Insert Date]

To: [Supervisor/HR Manager's Name]

From: [Your Name]

Department: [Your Department]

Subject: Report of Workplace Harassment

Dear [Supervisor/HR Manager's Name],

I am writing to formally report an incident of harassment that I have experienced in the workplace. The details of the incident are as follows:

Description of the Incident:

[Provide a detailed account of the incident, including dates, times, locations, and individuals involved.]

Impact:

[Explain how the harassment has affected you personally or professionally.]

Requested Action:

[Indicate what action you would like to be taken, such as an investigation or mediation.]

I believe it is important for the company to take this matter seriously and ensure a safe and respectful workplace for all employees. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]