

# Workplace Harassment Incident Description

**Date:** [Insert Date]

**To:** [Insert Supervisor/HR Manager's Name]

**From:** [Your Name]

**Subject:** Report of Workplace Harassment

Dear [Recipient's Name],

I am writing to formally report an incident of harassment that I have experienced in the workplace. The incident occurred on [insert date] at [insert location].

During this incident, [describe the incident in detail, including what was said or done, the individuals involved, and any witnesses].

This behavior has made me feel [explain how the incident made you feel, such as unsafe, uncomfortable, etc.]. I believe this behavior constitutes workplace harassment as it creates a hostile work environment.

I would appreciate it if you could address this matter seriously and take appropriate action to investigate the incident. I am willing to provide additional information or discuss this further if needed.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]