

# Statement Regarding Experiences of Harassment at Work

Date: [Insert Date]

To: [Insert Recipient's Name]

Position: [Insert Recipient's Position]

Company: [Insert Company Name]

Address: [Insert Company Address]

Dear [Recipient's Name],

I am writing to formally address my experiences of harassment in the workplace that I have encountered since [Insert Start Date of Harassment]. I believe it is crucial to bring these issues to your attention in order to seek resolution and to ensure a safe working environment for all employees.

Throughout my time at [Company Name], I have experienced the following incidents that I would like to report:

1. [Describe incident 1 - date, details, and any witnesses]
2. [Describe incident 2 - date, details, and any witnesses]
3. [Describe incident 3 - date, details, and any witnesses]

These experiences have significantly affected my emotional well-being and ability to perform my job responsibilities effectively. I have previously addressed these incidents with [Insert Name/Position of any previous person you reported to, if applicable], but I believe further action is necessary.

I kindly request that an investigation be conducted regarding these matters, and I seek your guidance on the next steps to address this situation appropriately. I am also open to discussing this matter further at your earliest convenience.

Thank you for your attention to this serious issue. I hope for a prompt and fair resolution.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]