

Letter of Denunciation of Harassment at Work

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

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

Details of the Incident:

Date of Incident: [Insert Date]

Location: [Insert Location]

Persons Involved: [Insert Names if applicable]

Description of the Incident: [Provide a detailed account of the harassment, including specific behaviors, comments, and any witnesses.]

Impact:

The harassment has led to [describe any impact on your work environment, mental wellbeing, and job performance].

I request that this matter be taken seriously and investigated promptly. I believe appropriate actions should be taken to ensure a safe and respectful work environment for all employees.

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

Sincerely,

[Your Name]