

Employee Conduct Complaint

Date: [Insert Date]

To: [Supervisor/HR Manager's Name]

From: [Your Name]

Subject: Complaint Regarding Workplace Bullying

Dear [Supervisor/HR Manager's Name],

I am writing to formally report an incident of workplace bullying that I have experienced in my role as [Your Position] in the [Department Name]. The incidents have been ongoing since [Start Date] and have created a hostile environment for me.

The individual involved is [Name of the Individual], and the behaviors I have experienced include [Briefly Describe Specific Incidents]. These actions have made it increasingly difficult for me to perform my job effectively and have impacted my well-being.

I kindly request that this matter be taken seriously and investigated promptly. I am hopeful we can resolve this issue amicably and restore a respectful workplace environment.

Thank you for your attention to this serious matter. I am willing to discuss this further at your earliest convenience.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]