

Employee Conduct Complaint

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I am writing to formally address a concern regarding the conduct of [Employee's Name], who I believe has been engaging in inappropriate behavior that can be classified as harassment in the workplace. The incidents I would like to report occurred on [insert specific dates] and involved [briefly describe the nature of the harassment, e.g., unwanted comments, inappropriate touching, intimidation, etc.].

Despite my attempts to address this matter informally, the behavior has persisted and has created a hostile work environment for me and potentially others. I believe it is important for the company to investigate this matter thoroughly to ensure a safe and respectful workplace for all employees.

I appreciate your attention to this serious matter and look forward to your prompt response. I am willing to provide any additional information or documentation needed to assist in your investigation.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]