

Confidential Harassment Report

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Confidential Harassment Report

Dear [Supervisor's Name],

I am writing to formally report an incident of harassment that I have experienced in the workplace. I believe it is important to address this matter promptly and with confidentiality.

The incident occurred on [insert date], involving [insert names of individuals involved]. The nature of the harassment included [describe the behavior, e.g., inappropriate comments, unwanted advances, etc.]. This behavior has made me feel [describe how it affected you, e.g., uncomfortable, unsafe, etc.].

I request that this report be handled with the utmost confidentiality and that appropriate measures be taken to prevent further occurrences. I am willing to discuss this matter in more detail at your earliest convenience.

Thank you for your attention to this serious issue.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]