

Documentation of Harassment Incident

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Documentation of Harassment Incident

Dear [Recipient's Name],

I am writing to formally document an incident of harassment that I experienced on [insert date of incident]. The details of the incident are as follows:

Incident Details:

- **Date of Incident:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Individuals Involved:** [Insert Names or Titles]
- **Description of Incident:** [Provide a detailed description of the incident, including specific actions and words used.]

Witnesses:

[List any witnesses to the incident, including their names and contact information.]

Impact:

[Describe how this incident has affected you personally, emotionally, or professionally.]

Actions Taken:

[List any actions you have taken regarding this incident, such as reporting it to HR or speaking with the individual involved.]

Please let me know the next steps in addressing this situation. I appreciate your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]