

Subject: Formal Harassment Complaint

Date: [Date]

To: [HR Manager's Name] [Company Name] [Company Address] [City, State, Zip Code]

Dear [HR Manager's Name],

I am writing to formally report an incident of harassment that I experienced while working at [Company Name]. I believe it is essential for the company to be aware of this situation to ensure a safe and respectful work environment for all employees.

The incident occurred on [date of incident] involving [Name of the person involved, if applicable] at [location of the incident]. The nature of the harassment included [describe the behavior, e.g., unwanted comments, intimidation, etc.]. This behavior has caused me significant distress and has impacted my ability to perform my job effectively.

I have attempted to address this matter informally through [mention any prior steps taken, e.g., talking to the individual, notifying a supervisor, etc.], but the situation has not improved.

I request that HR conducts a thorough investigation into this matter and take appropriate action in accordance with the company's policies. Additionally, I would appreciate any support or resources the company can provide during this time.

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

Sincerely,

[Your Name] [Your Job Title] [Your Department] [Your Employee ID] (if applicable) [Your Contact Information]