

Your Name: [Your Name]

Address: [Your Address]

Email: [Your Email]

Phone: [Your Phone Number]

Date: [Date]

To: [Manager's Name]

Title: [Manager's Title]

Company: [Company Name]

Address: [Company Address]

## **Subject: Workplace Harassment Notification**

Dear [Manager's Name],

I am writing to formally notify you of an incident of workplace harassment that I have experienced. The incident occurred on [date of incident] and involved [name of the person or description of the perpetrator].

The details of the incident are as follows:

- Date and time of the incident: [Date and Time]
- Location of the incident: [Location]
- Nature of the harassment: [Describe the behavior]

This behavior has created an uncomfortable and hostile work environment for me, and I believe it is imperative to address this situation promptly. I am requesting that a thorough investigation be conducted and appropriate action be taken to ensure a safe working environment for all employees.

I appreciate your attention to this serious matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]