

# Formal Complaint Regarding Bullying

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally file a complaint regarding the ongoing bullying I have been experiencing from colleagues in the workplace. Despite my attempts to address this issue informally, the situation has not improved.

Specific instances of bullying include:

- [Insert specific instance 1]
- [Insert specific instance 2]
- [Insert specific instance 3]

This behavior has affected my mental health and my ability to perform my duties effectively. I believe that all employees deserve a safe and respectful work environment.

I kindly request that this matter be addressed promptly and confidentially. I am open to discussing this further and providing any additional information needed.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]