

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally lodge a complaint regarding workplace harassment that I have experienced/[witnessed] while at [Company Name]. The incidents occurred on [specific dates] and involved [describe the person involved].

The nature of the harassment includes [provide details of the harassment, including specific examples, if possible]. This behavior has created a hostile work environment and has significantly affected my emotional well-being and professional performance.

I have attempted to address this issue informally by [mention any informal discussion or attempts to resolve the situation], but unfortunately, the behavior has continued.

I kindly request that the company take my complaint seriously and conduct a thorough investigation into this matter. I believe it is essential to maintain a safe and respectful workplace for all employees.

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

Sincerely,

[Your Name]