

# Harassment Incident Report

**Date:** [Insert Date]

**To:** [Recipient's Name & Title]

**From:** [Your Name]

**Subject:** Detailed Harassment Incident Report

## Incident Details

**Date of Incident:** [Insert Date of Incident]

**Time of Incident:** [Insert Time of Incident]

**Location:** [Insert Location]

**Witnesses:** [Insert Witness Names & Contact Information]

## Description of Incident

[Provide a detailed account of the harassment incident, including specific actions, words used, and the context in which it occurred.]

## Impact of Incident

[Describe how the incident has affected you personally, emotionally, and professionally.]

## Actions Taken

[Outline any steps you have already taken in response to the incident, such as reporting it to a supervisor or seeking support.]

## Requested Action

[Specify what action you would like to see taken in response to your report, such as an investigation or support services.]

## Attachments

[List any attached documents or evidence, such as emails, text messages, or photographs.]

Sincerely,  
[Your Name]