

Formal Harassment Complaint

Date: [Insert Date]

To: [HR Manager's Name]

Human Resources Department

[Company Name]

[Company Address]

Dear [HR Manager's Name],

I am writing to formally report an incident of harassment that I have experienced while working at [Company Name]. I believe that it is essential to bring this matter to your attention in accordance with company policy and for my own well-being.

On [insert date of incident], [describe the incident in detail, including what was said or done, by whom, and any witnesses]. This behavior has made me feel [describe how it has affected you, e.g., uncomfortable, unsafe, distressed].

I have attempted to address this issue informally by [describe any steps you have taken, if applicable, such as discussing it with the person involved or your supervisor], but unfortunately, the behavior has continued.

It is my request that this matter be investigated in accordance with company policies. I believe a thorough investigation is essential to ensure a safe and respectful workplace for all employees.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Phone Number]

[Your Email Address]