

Concern Regarding Harassment

Date: [Insert Date]

To: [Insert Management Name]

[Insert Company Name]

[Insert Company Address]

Dear [Management Name or HR Department],

I am writing to formally address a concern regarding harassment I have been experiencing at work. As an employee of [insert department or role], it is imperative for me to bring this matter to your attention to ensure a safe and respectful workplace for everyone.

The incidents in question occurred on [insert specific dates], involving [insert name(s) of the individual(s) involved]. The nature of the harassment includes [describe the type of harassment, e.g., inappropriate comments, unwanted physical contact, etc.]. Despite my efforts to address this matter informally, the behavior has persisted, prompting me to seek formal intervention.

I kindly request that this situation be investigated promptly and with discretion. It is my hope that a resolution can be reached that restores a positive working environment.

Thank you for your attention to this serious matter. I look forward to your understanding and support.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]