

Workplace Harassment Report

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Workplace Harassment Report

Dear [Supervisor's Name],

I am writing to formally report an incident of workplace harassment that I have experienced at [Company Name]. The incidents have made me feel uncomfortable and have impacted my ability to work effectively.

Details of the Incident:

- **Date:** [Insert Date of Incident]
- **Time:** [Insert Time of Incident]
- **Location:** [Insert Location]
- **Involved Parties:** [Insert Name(s) of the Individual(s) Involved]
- **Description of Incident:** [Provide a detailed description of the events that occurred]

I believe it is important to address this issue promptly to ensure a safe and respectful work environment for everyone. I am requesting a meeting to discuss this matter further and explore the available options for resolution.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]