

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally lodge a complaint regarding ongoing workplace harassment that I have been experiencing at [Company's Name]. This matter is of serious concern and I feel it is imperative to bring it to your immediate attention.

On [insert date(s)], I experienced the following incidents of harassment: [briefly describe the incidents, including dates and any witnesses if applicable]. These actions have created a hostile work environment and have affected my ability to perform my duties effectively.

I believe that this behavior is in violation of [mention any relevant company policies or legal guidelines]. I am requesting that a thorough investigation be conducted and appropriate actions be taken to address this situation.

Thank you for your attention to this serious matter. I hope to hear from you soon regarding the next steps in this process.

Sincerely,

[Your Name]