

Workplace Harassment Reporting Procedure

Date: _____

To: [Manager/Supervisor Name]

From: [Your Name]

Subject: Reporting Workplace Harassment

Dear [Manager/Supervisor Name],

I am writing to formally report an incident of workplace harassment that I have experienced. The details of the incident are as follows:

Incident Details

- **Date of Incident:** [Date]
- **Time of Incident:** [Time]
- **Location:** [Location]
- **Individuals Involved:** [Names of individuals involved]
- **Description of Incident:** [Provide a detailed description of the incident]

I believe that this behavior violates our company's policies on harassment and creates a hostile work environment. I request that this matter be investigated in accordance with our workplace harassment policy.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]