

# Workplace Harassment Report

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Report of Workplace Harassment**

Dear [Recipient's Name],

I am writing to formally report an incident of workplace harassment that I experienced on [Date of Incident] while at [Location/Workplace]. The individual involved is [Name of Harasser], and the details of the incident are as follows:

[Provide a detailed description of the incident, including dates, times, locations, and any witnesses present.]

This behavior has created a hostile work environment and has significantly affected my ability to perform my duties. I am requesting that the company take appropriate actions to address this matter seriously.

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

Sincerely,

[Your Name]