

Closing Statement in Harassment Case

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Position]

[Insert Organization's Name]

[Insert Organization's Address]

Dear [Recipient's Name],

As we conclude this case regarding the alleged harassment against [Insert Victim's Name], it is imperative to summarize the key elements that highlight the gravity of the situation.

Throughout this process, we have presented substantial evidence that illustrates a consistent pattern of [Insert Description of Harassment, e.g., unwanted comments, threats, etc.]. Witness testimonies and documented incidents confirm the distress and impact on [Insert Victim's Name] as a direct result of the actions taken by [Insert Alleged Harasser's Name].

It is essential to recognize that harassment not only affects the individual but also undermines the integrity of the work environment. The repeated behaviors outlined are in direct violation of [Insert Applicable Policies or Laws] and warrant serious consideration.

In light of the evidence presented, we respectfully request [Insert Desired Outcome, e.g., disciplinary action, policy review, etc.]. Ensuring a safe and respectful workplace should be a priority for all of us.

Thank you for your attention to this serious matter. We hope for a prompt and fair resolution.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]