

Formal Complaint Letter

Your Name
Your Address
City, State, ZIP Code
Email Address
Phone Number
Date: [Insert Date]

Human Resources Department
Company Name
Company Address
City, State, ZIP Code

Dear [HR Manager's Name],

I am writing to formally report an incident of workplace harassment that I have experienced at [Company Name]. The harassment occurred on [insert date(s)] and has made my work environment hostile and uncomfortable.

The details of the incident are as follows: [Describe the incident in detail, including what was said or done, who was involved, and any witnesses present].

I believe this behavior violates [insert relevant company policy or law], and I am requesting that this matter be investigated promptly. I would like to work towards a resolution that ensures a safe and respectful workplace for myself and my colleagues.

Thank you for taking the time to address this serious concern. I am looking forward to your prompt response.

Sincerely,
[Your Name]