

Workplace Harassment Incident Reporting Procedure

Date: [Insert Date]

To: [Insert Supervisor/Manager's Name]

From: [Your Name]

Subject: Reporting Workplace Harassment Incident

Dear [Supervisor/Manager's Name],

I am writing to formally report an incident of workplace harassment that I experienced on [insert date of incident]. I believe it is essential to bring this matter to your attention for appropriate action and support.

Details of the Incident:

Involved Parties: [Insert names and titles of individuals involved]

Description of the Incident: [Provide a detailed account of the incident, including what was said or done, the location, and any witnesses present]

Impact of the Incident: [Describe how the incident affected you and your work environment]

Requested Action:

I kindly request that an investigation be initiated regarding this matter and that appropriate steps be taken to address this incident and prevent future occurrences. I am open to discussing this further and would appreciate your guidance on the next steps.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]