

Subject: Addressing Workplace Bullying

Date: [Insert Date]

To: [Supervisor/HR Manager's Name]

From: [Your Name]

Position: [Your Position]

Dear [Supervisor/HR Manager's Name],

I am writing to formally address a matter of workplace bullying that I have been experiencing. This has affected not only my work performance but also my overall well-being.

Specific incidents have included:

- [Describe Incident 1]
- [Describe Incident 2]
- [Describe Incident 3]

Despite my attempts to handle the situation directly with the individuals involved, I have seen no improvement. I believe it is important for our workplace to maintain a respectful and professional environment.

I would appreciate your guidance on how best to proceed with this matter. Thank you for your attention to this serious concern.

Sincerely,

[Your Name]

[Your Contact Information]