

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I am writing to formally express my concern regarding instances of workplace harassment that have been observed and experienced within our team. It is essential for our work environment to be safe and respectful for all employees.

Specifically, I have witnessed [briefly describe the incidents or behaviors]. This behavior not only affects the individuals involved but also impacts team morale and productivity.

I believe it is crucial for our organization to address this issue promptly and effectively. I would appreciate the opportunity to discuss this matter further and explore ways to ensure a safe and respectful workplace for everyone.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]