

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Human Resources Department

Company Name

Company Address

City, State, Zip Code

Dear [HR Manager's Name],

I am writing to formally lodge a complaint regarding workplace harassment that I have experienced at [Company Name]. The incidents have been distressing and have affected my ability to perform my work effectively.

The harassment occurred on several occasions, specifically on [date(s)], when [describe the incidents in detail, including what was said or done and by whom]. The behavior is inappropriate and has created a hostile work environment for me.

I have previously attempted to address this issue informally by [describe any prior actions taken, such as discussing with the offender or talking to a supervisor]. However, the behavior has continued unabated.

Given the seriousness of this situation, I respectfully request that an investigation be conducted into these matters. I am hopeful that with your assistance, we can address this issue appropriately and restore a safe working environment.

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

Sincerely,

Your Name