

To Whom It May Concern,

I am writing to formally report an incident of harassment I have experienced in the workplace. The details of the incident are as follows:

Incident Details:

Date of Incident: [Insert Date]

Time of Incident: [Insert Time]

Location of Incident: [Insert Location]

Individuals Involved: [Insert Names or Titles]

Description of Incident:

[Provide a clear and detailed description of the harassment incident, including any relevant context.]

Impact:

[Explain how the harassment has affected you personally and/or professionally.]

Witnesses:

[List any witnesses who were present during the incident.]

Requested Action:

[Specify what actions you would like HR to take regarding your report.]

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

Sincerely,
[Your Name]
[Your Job Title]
[Your Contact Information]