

# Formal Complaint Regarding Workplace Harassment

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient's Name]  
[Recipient's Title]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding the harassment I have experienced in the workplace. The incidents have occurred on multiple occasions, and I feel it is necessary to bring this matter to your attention to ensure a safe and respectful work environment.

On [insert date], [describe the first incident]. This behavior made me feel [insert how it made you feel]. Unfortunately, this was not an isolated incident, as I encountered [insert description of additional incidents].

I believe this behavior is not only inappropriate but also violates the company's policy on harassment. I urge you to take this matter seriously and look into these incidents promptly. I am willing to meet and discuss this matter further as needed.

Thank you for your attention to this serious concern. I trust that appropriate action will be taken to address my complaint.

Sincerely,

[Your Name]  
[Your Job Title]  
[Department]