

Formal Complaint Regarding Workplace Bullying

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Complaint Regarding Bullying in the Workplace

Dear [Manager's Name],

I am writing to formally report an incident of bullying that I have experienced in the workplace. Over the past few [weeks/months], I have been subjected to [describe the specific behavior, e.g., intimidation, verbal abuse, exclusion] by [Name of the person(s) involved]. This behavior has created an uncomfortable and hostile work environment for me.

The incidents have included [provide specific examples, dates, and any witnesses if applicable]. Despite attempts to address this matter informally, the situation has not improved. It has affected my ability to perform my job effectively and has negatively impacted my mental well-being.

I request that this matter be investigated promptly and that appropriate actions be taken to resolve the issue. I believe it's important for the company to maintain a safe and respectful workplace for all employees.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]