

# Formal Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally lodge a complaint regarding emotional harassment that I have been experiencing in the workplace. I believe that this behavior not only violates our company's policies but has also created a hostile work environment for me.

Over the past [insert duration], I have been subjected to [describe specific instances of emotional harassment, including dates, times, and witnesses if applicable]. These actions have adversely affected my mental well-being and my ability to perform my job effectively.

I have attempted to resolve this matter informally by [mention any informal measures taken, such as speaking to a manager or HR], but unfortunately, the situation has not improved.

I am requesting a formal investigation into this matter and appropriate actions to be taken to ensure a safe and respectful work environment. I would appreciate your prompt attention to this serious issue.

Thank you for your consideration.

Sincerely,

[Your Name]