

Formal Complaint Regarding Hostile Work Environment

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I am writing to formally complain about the ongoing hostile work environment I have experienced at [Company Name]. This environment has been primarily driven by harassment from [Name of the Harasser(s)], which has created an uncomfortable and unproductive workplace for me.

Specifically, I have experienced [list specific incidents, date, and nature of harassment]. These actions have not only affected my job performance but have also taken a significant toll on my mental and emotional well-being.

Despite my attempts to address these matters informally, the situation has not improved, and I feel compelled to formally document my concerns. I believe that a safe and respectful workplace is crucial for all employees and should be the standard across our organization.

I kindly request that this matter be investigated promptly and thoroughly, and that appropriate actions be taken to rectify this situation. I appreciate your attention to this serious issue and look forward to your response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]