

# Formal Complaint of Harassment Based on Discrimination

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding instances of harassment I have experienced in the workplace based on [specific basis of discrimination, e.g., race, gender, age, etc.]. These incidents have created a hostile work environment affecting my ability to perform my duties.

The harassment began on [insert date] and has continued to occur on several occasions. [Briefly describe the incidents, providing dates, locations, and any potential witnesses.]

I believe this behavior is a violation of [mention any applicable company policies, laws, or regulations]. I have attempted to address the issue informally by [mention any informal actions you have taken], yet the behavior has not ceased.

I request that this complaint be investigated promptly and appropriate measures taken to ensure a safe and respectful workplace environment for myself and my colleagues. I look forward to your response within [insert a reasonable time frame, e.g., 10 business days].

Thank you for your attention to this matter.

Sincerely,

[Your Name]