

Formal Complaint of Harassment

Date: [Insert Date]

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

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

Dear [Recipient Name],

I am writing to formally complain about the ongoing harassment I have experienced at [Company/Organization Name] by [Harasser's Name], which has created a hostile work environment.

Below are specific instances that illustrate the harassment:

- [Date] - [Description of the incident]
- [Date] - [Description of the incident]
- [Date] - [Description of the incident]

I have documented these incidents and have attached copies of relevant evidence, including [mention any attached documents, emails, etc.]. I have also discussed this matter with [Name of Witnesses, if any].

As per the company policy on harassment, I request a thorough investigation into this matter and appropriate actions to ensure a safe working environment for myself and my colleagues.

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

Sincerely,
[Your Name]