

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Employer's Name
Company Name
Company Address
City, State, Zip Code

Dear [Employer's Name],

I am writing to formally express my concerns regarding instances of harassment that I have experienced at [Company Name] in the workplace. This letter aims to provide a comprehensive account of the incidents and seeks to ensure that appropriate actions are taken to address this serious issue.

On [date(s)], I experienced the following incidents of harassment: [briefly outline specific instances of harassment, including dates and details]. These actions have created a hostile work environment, affecting my ability to perform my duties effectively.

I have previously reported these incidents to [supervisor/HR department] on [date], but as of today, little to no action has been taken to resolve the issue. I believe it is imperative for the company to take immediate action to address these behaviors and ensure a safe and respectful workplace for all employees.

I request a formal investigation into the matter and appropriate corrective actions. I am willing to discuss this issue further and provide additional details if necessary.

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

Sincerely,

[Your Name]