

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally lodge a complaint regarding harassment I have experienced from my colleague, [Colleague's Name], during my time in the [Department/Team Name].

Despite several attempts to address this behavior directly with [Colleague's Name], the situation has not improved. The incidents have included [briefly describe specific incidents, dates, and any witnesses if applicable]. These actions have created a hostile work environment and have significantly affected my ability to perform my duties.

I request that this matter be investigated promptly and appropriate actions taken to ensure a respectful and safe workplace for all employees.

Thank you for your attention to this serious issue. I appreciate your support in resolving this matter.

Sincerely,

[Your Name]

[Your Job Title]