

# Formal Complaint Regarding Ongoing Harassment

Date: [Insert Date]

[Your Name]

[Your Address] [City, State, Zip Code]

[Recipient's Name]

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

Dear [Recipient's Name],

I am writing to formally address the ongoing harassment issues I have been experiencing at work, which have significantly affected my job performance and overall well-being. Despite my previous communications and attempts to resolve this matter informally, the situation has not improved.

Specifically, I have been subjected to [describe the nature of the harassment, e.g., inappropriate comments, bullying, etc.] on multiple occasions, with incidents occurring on [list dates/times if applicable]. These actions have created a hostile work environment, impacting my ability to focus and perform my duties effectively.

It is essential for me to be able to perform my job in a professional and safe environment. Therefore, I kindly request that this matter be investigated promptly to ensure appropriate action is taken against the individuals involved. I am hopeful for a resolution that promotes a respectful workplace for all employees.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]