

Formal Complaint Regarding Bullying and Harassment

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding the ongoing bullying and harassment that I have been experiencing at work. Despite my attempts to address this issue informally, the behavior has persisted and is significantly affecting my mental well-being and job performance.

Starting on [insert date], I have experienced [describe specific incidents], which I believe constitute bullying and harassment. I have documented these incidents and am prepared to provide evidence, if necessary.

I am requesting your immediate intervention to support me in resolving this matter and to ensure a safe and respectful workplace for all employees. I sincerely hope that my concerns will be taken seriously and addressed appropriately.

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

Sincerely,

[Your Name]

[Your Job Title]