

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Human Resources Department

Company Name

Company Address

City, State, Zip Code

Dear [HR Manager's Name],

I am writing to formally report instances of harassment that I have experienced from my supervisor, [Supervisor's Name], during my time at [Company Name]. I believe it is crucial to address these issues promptly to maintain a safe and respectful workplace.

On [specific date], [Supervisor's Name] made inappropriate comments regarding [specific incident]. This not only made me uncomfortable but also created a hostile work environment. Additionally, there have been multiple occasions where [he/she/they] has [describe other behaviors, e.g., yelled, belittled, ignored, etc.], which I find unacceptable in a professional setting.

I have attempted to address these issues by [mention any previous attempts to resolve the situation, e.g., speaking to the supervisor, reporting to another manager], but unfortunately, the behavior has continued. I believe that these actions violate our company policies regarding harassment and create an unsafe work environment for myself and potentially others.

I request that this complaint be investigated thoroughly and that appropriate actions be taken. I am willing to provide further details or participate in a meeting to discuss this matter. Thank you for your attention to this serious issue.

Sincerely,

Your Name