

Formal Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concern regarding a hostile work environment created by ongoing harassment that I have experienced at [Company's Name]. Despite several attempts to address this issue informally, the situation has not improved.

The incidents I have experienced include [provide specific examples of the harassment, including dates and details]. These actions have not only affected my ability to perform my job but have also caused significant emotional distress.

I believe that these behaviors are in violation of [mention any company policies, workplace standards, or legal guidelines that apply], and I am therefore requesting a formal investigation into this matter. I hope to see prompt action taken to ensure a safe and respectful work environment for all employees.

Thank you for your attention to this serious matter. I look forward to your prompt response and a resolution to this issue.

Sincerely,

[Your Name]