

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company's Name
Company's Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally express my concerns regarding the ongoing harassment I have been experiencing in the workplace, which has caused me significant emotional distress.

Over the past [duration], I have encountered a series of troubling interactions with [Harasser's Name/Position], including [provide brief details of incidents]. These actions have created a hostile environment and have impacted my mental well-being and work performance.

Despite my attempts to address this matter informally by [mention any actions taken, e.g., speaking to HR, discussing with the individual, etc.], the situation continues to deteriorate, resulting in [describe the emotional impact, e.g., anxiety, depression, etc.].

I strongly believe it is imperative for the company to address this issue to ensure a safe and respectful workplace for all employees. I kindly request that a formal investigation be conducted into these matters at your earliest convenience.

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

Sincerely,
[Your Name]