

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding workplace harassment I have been experiencing at [Company's Name]. The incidents have occurred over the past [duration], and I believe they warrant immediate attention.

Details of the incidents include:

- [Date and Description of the First Incident]
- [Date and Description of the Second Incident]
- [Additional incidents as necessary]

These actions have created a hostile work environment and have negatively impacted my ability to perform my job effectively. I have attempted to address the behavior informally by [describe any previous attempts to resolve the issue], but the situation has not improved.

I respectfully request an immediate investigation into this matter and appropriate actions to ensure a safe working environment for myself and my colleagues. I am prepared to provide any further information or documentation needed to assist in your investigation.

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

Sincerely,

[Your Name]