

Formal Complaint Regarding Reported Harassment Issues

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding ongoing harassment issues reported within [specific department or area, if applicable]. It has come to my attention that several individuals, including myself, have experienced inappropriate conduct that has created a hostile work environment.

Despite previous informal attempts to address these concerns, the situation persists, prompting me to urge a thorough investigation into the matter. The specifics of the reported incidents include [briefly outline specific behaviors or incidents]. This conduct not only violates workplace policies but also undermines the values of our organization.

I believe it is imperative that this matter be taken seriously and that appropriate actions are taken to protect affected employees and restore a safe working environment. I kindly request that you initiate an investigation into these incidents as soon as possible.

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

Sincerely,

[Your Name]

[Your Job Title]