

# Formal Complaint Regarding Harassment and Hostile Work Environment

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding ongoing harassment and the creation of a hostile work environment in my workplace. My name is [Your Name], and I have been employed as [Your Job Title] since [Your Start Date].

Over the past [duration], I have experienced [describe the specific incidents of harassment, including dates, who was involved, and any relevant details]. This behavior has not only affected my mental well-being but has also hindered my productivity at work.

Despite my attempts to address the issue informally, including [mention any steps you have taken, such as talking to the individual involved or notifying a supervisor], the situation has not improved. I believe that this behavior is a violation of [cite any relevant company policies or laws] and must be taken seriously.

I am requesting an immediate investigation into this matter and appropriate actions to ensure a safe and respectful work environment. I would appreciate a prompt response regarding the steps that will be taken to address these concerns.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]