

Formal Complaint Against Store Manager

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Store Name]

[Store Address]

[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally complain about the behavior of [Store Manager's Name] regarding incidents of harassment I have experienced while working at [Store Name].

On [specific dates], I encountered [describe the incidents of harassment in detail, including specific actions, words, and their impact on you]. Despite my attempts to address this issue directly with [Store Manager's Name], the behavior has continued undeterred.

This situation has created a hostile work environment, affecting both my emotional well-being and my performance at work. I believe it is essential for this matter to be taken seriously and addressed promptly.

I would appreciate a thorough investigation into these allegations and request a meeting to discuss this issue further. Thank you for your attention to this serious matter.

Sincerely,

[Your Name]