

Workplace bullying formal complaint email

Subject: Complaint Regarding Workplace Bullying

Dear HR Team,

I am writing to report a series of bullying incidents I have experienced from my colleague, [Colleague's Name], at [Department/Office]. The behavior includes [describe specific incidents, e.g., verbal abuse, exclusion from meetings, and intimidation].

These actions have created a hostile work environment and negatively impacted my productivity and mental health. I kindly request a formal investigation and appropriate measures to prevent further harassment.

I am available to provide additional information or documentation as needed. I appreciate your prompt attention to this matter.

Regards,

[Your Name]

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