

Formal Complaint About Workplace Harassment

Subject: Formal Complaint Regarding Workplace Harassment

Dear Human Resources Manager,

I am writing to formally lodge a complaint regarding repeated instances of workplace harassment I have experienced from [Employee Name/Department] since [date]. These incidents include [briefly describe incidents without emotional exaggeration].

I request that HR initiate an investigation and take appropriate action as per company policy. I am available to provide any further details or evidence required.

Thank you for your attention and prompt action.

Sincerely,

[Your Name]

[Your Position/Department]

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