

Formal Complaint Letter Regarding Workplace Harassment

Subject: Formal Complaint " Workplace Harassment

Dear [Manager Name],

I am writing to formally report an incident of harassment that occurred on [Date] involving [Person/Department]. This behavior has created a hostile work environment and has negatively impacted my productivity and well-being.

I request that a thorough investigation be conducted and appropriate measures be taken to prevent further occurrences. I am available to provide additional details or documentation as needed.

Sincerely,

[Your Name]

[Your Position]

[Contact Information]

Get more templates here: <https://www.lettersandtemplates.com/letters/complaint-letter-to-manager>