

Serious Workplace Complaint Template

Subject: Urgent Complaint Regarding Harassment

Dear [HR Manager Name],

I am compelled to formally report harassment/discrimination I have experienced from [Colleague Name] on [Date(s)]. The behavior includes [describe incidents briefly], which has negatively impacted my work and well-being.

I request immediate investigation and resolution according to company policies. I am willing to provide statements and evidence to support this complaint.

Respectfully,

[Your Name]

[Department]

[Contact Information]

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