

Serious Workplace Complaint

Subject: Formal Grievance: Workplace Harassment

Dear [HR Manager/Compliance Officer],

I am compelled to report an incident of harassment that occurred on [date(s)] involving [person's name or position]. The behavior included [describe actions, comments, or events], which have created a hostile work environment.

I request immediate attention to investigate the matter and implement measures to ensure my safety and well-being. I am prepared to provide detailed accounts and evidence if necessary.

Thank you for handling this matter seriously and confidentially.

Sincerely,

[Your Name]

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