

# Harassment Complaint Letter

Subject: Harassment Complaint

Dear [Recipient's Name],

I am writing this letter to formally lodge a complaint of harassment that I have been experiencing at [Company/Organization Name]. I feel compelled to bring this matter to your attention in order to address the ongoing harassment and create a safe and respectful working environment for all employees.

I would like to outline the incidents of harassment that I have encountered, providing specific details to ensure a comprehensive understanding of the situation. Please note that the following incidents are listed in chronological order:

1. Incident 1: [Describe the incident briefly, including the date, time, location, and individuals involved. Provide a clear and concise account of what happened, specifying any inappropriate comments, gestures, or actions.]

2. Incident 2: [Provide a detailed account of the second incident, including the relevant information as mentioned above.]

3. Incident 3: [Include the necessary details regarding the third incident.]

I believe it is crucial to emphasize that the aforementioned incidents have had a detrimental impact on my well-being and work performance. Harassment of any form is unacceptable and contravenes both the company's policies and legal obligations.

I have attempted to address these concerns informally by communicating directly with the individuals involved. However, the situation has not improved, and the harassment continues to persist. Hence, I have chosen to escalate this matter by submitting this formal complaint.

I kindly request a thorough investigation into these incidents to identify the responsible parties and take appropriate action to rectify the situation. It is of utmost importance that immediate measures be taken to ensure my safety and well-being within the workplace.

I also want to highlight that, as an employee, I have the right to be protected from retaliation as a

result of filing this complaint. I trust that [Company/Organization Name] will handle this matter with the utmost confidentiality and professionalism.

I would appreciate being kept informed of the progress made in addressing this complaint. Please inform me of the actions taken and the expected timeframe for their implementation. Additionally, if there are any further steps or procedures I need to follow, kindly provide me with the necessary instructions.

I have attached any relevant documentation or evidence to support my complaint. Should you require any additional information or clarification, please do not hesitate to contact me via the provided contact details.

I strongly believe that by addressing this issue promptly and effectively, we can foster a harmonious work environment that values respect, equality, and the well-being of all employees.

Thank you for your attention to this matter, and I trust that you will handle it with the seriousness it deserves.

Yours sincerely,

[Your Name]