

Official complaint letter regarding workplace harassment

Subject: Harassment Complaint

Dear [HR Manager/Supervisor Name],

I am writing to formally report an incident of harassment I experienced in the workplace on [date(s)].

The individual involved is [Name of the person], and the behavior included [brief description of harassment].

This situation has caused me distress and impacted my ability to work comfortably. I request a thorough investigation and appropriate action to ensure a safe and respectful environment.

Please acknowledge receipt of this complaint and inform me of the next steps.

Sincerely,

[Your Name]

[Position/Department]

[Contact Information]

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