

Comprehensive letter with evidence and timeline

Subject: Formal Harassment Complaint

Dear [HR Manager/Supervisor],

I am reporting multiple incidents of harassment by [Name] between [start date] and [end date]. The behavior includes [detailed description], witnessed by [names of witnesses if applicable].

Attached are supporting documents including emails, screenshots, and notes documenting each incident. I request a formal investigation and measures to prevent recurrence.

I am available for discussion and to provide further details as needed.

Sincerely,

[Your Name]

[Department/Position]

[Contact Information]

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