

Formal Complaint Letter

Subject: Formal Complaint Regarding Hostile Work Environment

Dear [HR Manager / Supervisor Name],

I am writing to formally report a hostile work environment that I have been experiencing in the workplace. Specifically, I have been subjected to [describe behavior or incidents], which occurred on [list dates and times].

These incidents have created a work environment that is intimidating, offensive, and negatively affecting my ability to perform my duties. I request that an investigation be conducted and appropriate corrective action be taken.

I am available to discuss this matter further and provide any additional details or evidence. Please confirm receipt of this complaint and advise on the next steps.

Sincerely,

[Your Name]

[Position]

[Department]

Get more templates here:

<https://www.lettersandtemplates.com/letters/hostile-work-environment-complaint-letter>