

Detailed Incident Complaint

Subject: Hostile Work Environment Complaint

Dear [HR Manager Name],

I am submitting a formal complaint concerning repeated hostile actions by [employee/manager name]. The specific incidents include:

- [Incident 1 with date/time]
- [Incident 2 with date/time]
- [Incident 3 with date/time]

These behaviors have created an unsafe and intimidating work environment, impacting my ability to work effectively. I request a thorough investigation and appropriate action to resolve this situation.

Attached are any supporting documents and communications related to these incidents. I am prepared to cooperate fully with the investigation.

Sincerely,

[Your Name]

[Position]

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