

Urgent Complaint

Subject: Immediate Attention Required: Hostile Work Environment

Dear [HR Manager / Supervisor Name],

I am compelled to report urgent issues regarding a hostile work environment caused by [employee/manager name]. The incidents have escalated and now include [describe escalation].

These events are affecting my mental health and ability to perform my job. I request immediate action and temporary measures if necessary to ensure safety and a respectful environment.

Please acknowledge receipt and inform me about the steps to be taken.

Sincerely,

[Your Name]

[Position]

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