

Formal Letter of Complaint to Employer About Workplace Harassment

Subject: Formal Complaint Regarding Workplace Harassment

Dear [Manager's Name],

I am writing to formally raise a concern about harassment I have been experiencing from [Colleague's Name/Department] over the past [time period]. The behavior includes [specific incidents or examples], which have created a hostile and uncomfortable work environment for me. I have tried to address the matter informally by [mention steps taken, e.g., speaking directly or involving HR], but unfortunately, the situation has not improved. I believe this conduct violates company policy and professional workplace standards.

I request that a formal investigation be conducted and appropriate action taken to resolve this issue. Please confirm receipt of this letter and advise on the next steps in this process.

Thank you for your attention and support in ensuring a safe and respectful workplace.

Sincerely,

[Your Name]

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