

Workplace Bullying Complaint Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Formal Complaint of Workplace Bullying

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding a persistently hostile and bullying environment that I have been experiencing in the workplace. I believe it is crucial to bring this matter to your attention in order to address the issue promptly and ensure a healthy and productive work environment for all employees.

I have been subjected to consistent mistreatment by [Name of Bully], a colleague in [Department/Team Name], over a period of [time frame]. The bullying behavior includes, but is not limited to:

1. Verbal Abuse: [Provide specific instances of offensive language, insults, and demeaning comments directed towards you.]
2. Intimidation: [Detail any incidents where you were made to feel threatened, coerced, or intimidated by the individual.]
3. Exclusion: [Outline instances where you were deliberately excluded from meetings, projects, or

social interactions by the alleged bully.]

4. Undermining: [Explain how the individual has attempted to undermine your work, credibility, or reputation within the company.]

5. Work Interference: [Describe any cases where the bully's actions have negatively impacted your ability to perform your job effectively.]

6. Emotional Distress: [Explain the emotional toll this behavior has taken on your well-being, including stress, anxiety, or any other negative effects.]

I want to emphasize that I take this matter very seriously and believe that everyone has the right to a respectful and supportive work environment. I have attempted to address the issue personally by speaking to [Name of HR Representative/Manager] on [Date], but unfortunately, the situation has not improved since then.

I kindly request a formal investigation into these allegations of workplace bullying. I believe that a comprehensive examination of the situation will shed light on the severity of the issue and help identify an appropriate course of action to rectify the situation. I also request that my identity be kept confidential throughout the investigation process to prevent any potential backlash.

I trust that [Company Name] is committed to fostering a safe and inclusive workplace for all employees, and I am hopeful that the appropriate measures will be taken to address this matter promptly. Please inform me of the steps that will be taken to investigate and resolve this situation.

Thank you for your attention to this urgent matter. I look forward to a timely and satisfactory resolution.

Sincerely,

[Your Name]

[Employee ID, if applicable]

[Enclosures: Any supporting documentation, if available]