

Professional complaint to HR

Subject: Formal Complaint Regarding Workplace Bullying

Dear [HR Manager/Supervisor Name],

I am writing to formally report a series of incidents of workplace bullying that I have experienced from [Name of Bully/Colleague] since [Date]. The incidents include [briefly describe behavior: verbal abuse, intimidation, harassment, exclusion, etc.].

I have documented these occurrences and am concerned about the impact on my well-being and work performance. I kindly request that this matter be investigated promptly and appropriate action be taken.

Thank you for your attention and support.

Sincerely,

[Your Name]

[Job Title]

[Department]

[Contact Information]

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