

Comprehensive complaint with incident details

Subject: Workplace Bullying Complaint – Detailed Report

Dear [HR Manager],

I am submitting this complaint regarding repeated bullying behavior by [Colleague Name]. The following incidents have occurred:

1. [Date] – [Describe incident]
2. [Date] – [Describe incident]
3. [Date] – [Describe incident]

These actions have created a hostile work environment and affected my mental well-being. I request a formal investigation and appropriate measures to prevent further occurrences.

Sincerely,

[Your Name]

[Job Title]

[Department]

[Contact Information]

Get more templates here:

<https://www.lettersandtemplates.com/letters/workplace-bullying-complaint-letter>