

Date: [Insert Date]

To:
Human Resources Department
[Company Name]
[Company Address]

Subject: Formal Complaint Regarding Workplace Harassment

Dear Human Resources Manager,

I am writing to formally submit a complaint regarding repeated incidents of harassment that I have experienced in the workplace. It is my intention to bring these matters to your attention and request prompt and appropriate action to address the situation, in accordance with company policy and employment law.

Details of the Incidents:

Below, I have outlined the specific incidents, including dates, times, locations, and the individuals involved:

- **Date & Time:** [Insert Date & Time]
Location: [Insert Location]
Description: [Brief description of what occurred, including specific behaviors and words/actions witnessed]
- **Date & Time:** [Insert Date & Time]
Location: [Insert Location]
Description: [Brief description of what occurred, including specific behaviors and words/actions witnessed]

Supporting Evidence:

I have attached relevant evidence that substantiates my claim, including:

- Copies of emails or messages containing inappropriate content
- Witness statements from colleagues present during the incidents
- Any other relevant documentation

I respectfully request that Human Resources investigate these matters confidentially and take appropriate steps to ensure a safe and respectful work environment for all employees. Please confirm receipt of this complaint and let me know the procedures and timeline for investigation.

Should you require any additional information or clarification, please do not hesitate to contact me. I trust that my rights and privacy will be protected throughout this process.

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]
[Your Job Title/Department]
[Your Contact Information]

Attachments: [List of documents attached as evidence]