

Formal Complaint Letter Template: Workplace Harassment

[Your Name]
[Your Job Title]
[Department]
[Company Name]
[Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name or "Human Resources Manager"]
[Recipient's Job Title]
[Company Name]

Subject: Formal Complaint Regarding Workplace Harassment

Dear [Recipient's Name or "Sir/Madam"],

I am writing to formally report an incident(s) of workplace harassment that I have experienced. I believe these actions are in violation of both company policy and workplace harassment laws.

Description of the Incident(s):

[Describe the incident(s) in detail, including dates, times, locations, and the names of those involved.]

Example:

On multiple occasions between May 5, 2024, and June 12, 2024, my supervisor, John Smith, has made repeated verbal remarks that I consider offensive and unwelcome. These comments have included inappropriate jokes about my gender and condescending remarks about my work performance in front of colleagues.

The repeated nature of these comments has created a hostile work environment for me and has negatively impacted both my emotional well-being and my ability to perform my job effectively.

I kindly request that a prompt and thorough investigation into this matter be conducted, and that appropriate steps are taken to address this issue, as per company policy. I am willing to provide further information or clarification if required.

Please confirm receipt of this letter and advise me of the next steps in the investigation process.

Thank you for your prompt attention to this serious matter.

Sincerely,
[Your Name]

Downloadable Example:

Subject: Formal Complaint Regarding Workplace Harassment

Dear Human Resources Manager,

I am writing to formally report repeated instances of verbal harassment by my supervisor, John Smith, including offensive comments and unwelcome remarks, which have created a hostile work environment and affected my ability to perform my duties effectively. These comments occurred on several occasions in May and June 2024, both in team meetings and in private conversations.

I respectfully request that this complaint be investigated and that appropriate action be taken in accordance with company policy.

Thank you for your attention to this important matter.

Sincerely,
Jane Doe