

Formal Workplace Harassment Complaint Letter Template

A **formal workplace harassment complaint letter** is a crucial document used to report incidents of harassment in a professional environment. This letter clearly outlines the nature of the harassment, provides details of the incidents, and requests appropriate action from the employer or human resources department. A well-structured complaint letter typically includes a formal salutation, a detailed description of the harassment, dates and locations of occurrences, names of witnesses if any, and a respectful closing statement. Using a sample format can help ensure that the letter is concise, factual, and effective in conveying the seriousness of the issue while maintaining professionalism throughout.

Sample Format: Workplace Harassment Complaint Letter

[Your Name]
[Your Position]
[Department]
[Date]

[Recipient's Name / Human Resources Officer]
[Company Name]
[Company Address]

Subject: Formal Complaint of Workplace Harassment

Dear [Recipient's Name / Human Resources Manager],

I am writing to formally file a complaint regarding harassment that I have experienced in the workplace. I have endured the following incidents, which I believe constitute harassment and have affected my wellbeing and work performance:

- **Date(s) & Time(s):** [Provide the dates and times of the incidents]
- **Location(s):** [State where the incidents occurred]
- **Description of Incidents:** [Provide a factual and detailed account of what occurred, including the names of those involved and any witnesses]
- **Names of Witnesses:** [Mention any witnesses, if applicable]

These repeated actions and behaviors have created a hostile and uncomfortable work environment for me. I respectfully request that this matter is investigated promptly and appropriate measures are taken to address and prevent further harassment.

Please let me know if you require any additional information or documentation. I trust that you will handle this complaint with the utmost professionalism and confidentiality.

Thank you for your attention to this serious matter.
Sincerely,
[Your Name]