

[Your Name]  
[Your Job Title]  
[Department]  
[Date]

[Recipient Name]  
[Recipient Job Title]  
[Company/Organization Name]  
[Company Address]

**Subject: Immediate Action Required – Formal Complaint of Workplace Harassment**

Dear [Recipient Name],

I am writing to formally report and express my deep concern regarding incidents of workplace harassment that I have recently experienced. I am requesting that immediate and appropriate action be taken to address this issue and protect the well-being of all employees.

**Details of the Incident(s):**

On [date(s) of incident(s)], I experienced the following inappropriate and harmful behaviors from [name(s) of individual(s) involved]:

- [Brief description of the first incident]
- [Brief description of the second incident, if applicable]
- [Additional incidents as necessary]

These actions have created a hostile work environment, negatively impacting my ability to perform my duties and my sense of safety at work. I wish to emphasize that these behaviors violate the company's policies regarding workplace conduct and respect.

**Request for Immediate Action:**

I respectfully but urgently request that management investigate these incidents promptly and thoroughly. I also ask that appropriate corrective measures be implemented to prevent any recurrence and ensure a safe and respectful workplace for all employees.

I request that this complaint be handled with the utmost confidentiality to protect my privacy and safeguard against any form of retaliation. Please keep me informed of the status and steps being taken in response to this complaint.

I trust that management will treat this matter with the seriousness and diligence it demands. Please let me know how you intend to proceed, and if you require additional information, I am available to provide further details.

Thank you for your immediate attention to this urgent matter.

Sincerely,  
[Your Name]