
HR Harassment Complaint Letter

[Company Letterhead]

[Date]

[HR Manager's Name]

HR Department

[Company Name]

[Company Address]

Subject: Formal Harassment Complaint

Dear [HR Manager's Name],

I am writing to formally report an incident of workplace harassment that has affected my safety, well-being, and productivity at [Company Name]. I believe that bringing this matter to your attention is the appropriate course of action, and I request a thorough investigation to ensure that such behavior does not continue.

Incident Details:

- **Date and Time:** The incident occurred on [date] at approximately [time].
- **Location:** [Specify the location, e.g., in the break room, during a meeting, etc.].
- **Person(s) Involved:** [Name of the person(s) involved, their department, and their job title].
- **Description:** The incident involved [describe specific words, actions, or gestures that were offensive, discriminatory, or inappropriate]. This behavior has created an intimidating, hostile, and uncomfortable work environment for me.

- **Impact:** As a result of this incident, I have experienced [stress, anxiety, discomfort, etc.]. I am concerned about my ability to perform effectively if such behavior continues.

Requested Actions:

I respectfully request:

1. A confidential and thorough investigation of this matter.
2. Any necessary measures to protect me from further harassment during the investigation.
3. Regular updates on the progress and resolution of the case.

I am prepared to provide additional details, evidence, or witnesses to assist in the investigation. I trust that you will handle this matter with the seriousness and confidentiality it deserves, in line with company policy and applicable laws.

Sincerely,

[Your Name]

[Your Position]

[Contact Information]