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Email: _____

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Date: _____

Email: _____

RE: Harassment

Dear _____:

This letter is to report and address workplace harassment that I have been experiencing. My position at _____ is as follows: _____. Please consider this communication a formal complaint. I am requesting you thoroughly investigate the allegations below and cause the harassment to stop.

The person that is harassing me is _____. The harassment began on _____.

The type of harassment I am being subjected to is sexual harassment.

I have compiled a list of the following incidents:

I have already spoken to my supervisor about these incidents and this pattern of harassment, but no action has been taken.

I have the following evidence of the harassment:

The following parties were witness to the harassment on certain occasions, and are willing to speak to you as well:

I would like you to be aware of the following additional information:

Sincerely,
