

Formal workplace harassment complaint

Subject: Formal Grievance - Harassment in the Workplace

Dear [HR Manager/Supervisor Name],

I am writing to formally file a grievance regarding ongoing harassment I have been experiencing in my workplace. This letter serves as an official complaint under our company's grievance policy.

The harassment has been perpetrated by [Name/Position] and includes [specific incidents with dates]. These actions have created a hostile work environment that affects my ability to perform my duties effectively and impacts my mental well-being.

I have attempted to address this matter informally by [previous actions taken], but the behavior continues. I am requesting immediate investigation into this matter and appropriate disciplinary action.

I have documented all incidents and am prepared to provide witness statements and evidence as needed. I trust this matter will be handled with the confidentiality and urgency it deserves.

I look forward to your prompt response and resolution of this serious matter.

Sincerely,

[Your Name]

[Employee ID]

[Date]

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