

Harassment Grievance Letter

Subject: Grievance Regarding Harassment at Workplace

Dear [HR Manager/Employer],

I am writing to formally lodge a grievance concerning harassment I have experienced in the workplace. The incidents involve [explain the harassment in detail, including dates, times, and individuals involved if possible].

This behavior has created a hostile work environment for me, and I no longer feel comfortable carrying out my duties in such circumstances. I request that an immediate investigation is conducted and that appropriate measures are taken to ensure my safety and well-being.

I am willing to cooperate fully in any inquiry and can provide additional details or witnesses if required. Please confirm receipt of this grievance and inform me of the next steps in the process.

Thank you for your prompt attention to this serious matter.

Yours sincerely,

[Employee Name]

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