

Harassment Grievance Letter

Subject: Formal Grievance Concerning Harassment

Dear [HR Manager],

I am writing to formally raise a grievance concerning repeated instances of harassment by [person involved]. This behavior has created a hostile work environment and affected my wellbeing and productivity.

Details of the incidents include [dates, locations, specific actions]. I request that this grievance be investigated following the company's grievance procedure and appropriate action be taken.

I am willing to cooperate fully with any investigation and provide further evidence if needed.

Sincerely,

[Employee Name]

[Department]

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