Letter reporting harassment by a coworker

Subject: Complaint About Peer Harassment
Dear [HR Manager],
I am compelled to report harassment from my coworker, [Name], which occurred on [date(s)].
Specific instances include [description of actions or words], which are affecting my ability to work
effectively.
I request that HR investigates this matter promptly and ensures a safe working environment.
Thank you for your prompt attention.
Sincerely,
[Your Name]
[Department]

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