

Subject: Official Complaint Regarding Workplace Harassment

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to formally report an incident of workplace harassment that I have unfortunately experienced. I believe it is important to bring this matter to your attention to ensure a safe and respectful working environment for all employees.

On [date of incident], I encountered behavior from [Name of the person involved] that I found to be inappropriate and unwelcome. The incident occurred [briefly describe the situation, including where and how it happened]. [Name of the person involved] [describe specific actions or words that were harassing].

This behavior has caused me significant discomfort and has affected my ability to perform my duties effectively. I am confident in the company's commitment to providing a harassment-free workplace and trust that this situation will be handled with confidentiality and urgency.

Please let me know how you wish to proceed or if you need any further information from my side. I am open to discussing this matter at your earliest convenience and look forward to your guidance on how to resolve this issue appropriately.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]