

Complaint Letter About Workplace Harassment

[Your Name]

[Your Address]

[Your Phone Number]

[Name Of Recipient (Human Resources Department, for example)]

[Name Of Company/Organization]

[Address Of Company/Organization]

[Date]

Dear Sir or Madam,

I am writing to complain about the harassment I have experienced at work. For the past month, I have been repeatedly subjected to racial slurs and vulgar jokes by a co-worker. This has created a hostile and offensive work environment for me, and I am extremely upset and frustrated by this situation. I have attempted to speak to [Name of Harasser] about this issue, but they have refused to stop their behavior. I have also spoken to my supervisor about the situation, but no action has been taken.

I am extremely disappointed and disheartened by this lack of response from management, and I believe that something needs to be done immediately to address this problem.

I request that you kindly take up the matter and take any necessary action.

Best regards,

[Your Name]