**LETTER TEMPLATE**

**COMPLAINT LETTER FOR HARASSMENT**

**[Name of Victim]**

**[Address of Victim]**

**[DATE]**

Dear Name of Recipient,

I write this letter to inform you about the inappropriate groping and sexual advances I’ve suffered at the hands of the **[Name of the Harasser].** I hold the position of **[position]** in the company and have been employed for five years, and my work ethic has never been called into question.

The harassment began on **[date]** when I was first transferred to this department, and he said he was attracted to me. It has continued almost every day since.

On **[DATE]** he sent me an email that said I should meet up with him after work.

On **[DATE]** he sent a voicemail that said he would love to make sweet love to me in the bathroom stall.

I reported to my immediate supervisor about the situation after the second incident but the **[Name of Harasser]** has not stopped. While most of the advances have been verbal, I have the recordings of two voicemails and one email from the **[Name of the Harasser].** I also have two witnesses, **[Name of Witness one]** and **[Name of Witness two],** who have witnessed the harassment.

I want to bring to your notice that I am undergoing emotional trauma and embarrassment at work. The harassment is affecting my relationship with my Husband and is affecting my performance at work.

I implore that you please take up the matter and take any necessary action.

Yours Sincerely,

**[Signature of Victim]**

**[Name of Victim]**