**COMPLAINT LETTER**

**[Name of Recipient]**

**[Designation of Recipient]**

**[Name of Organization]**

**[Address of Organization]**

**[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 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,

**[Name of Victim]**