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| Complaint Letter Sample for Harassment |

Name of Victim: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Victim: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number of Victim: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_