

Workplace Harassment Complaint Sample

Date:

To:

From:

Subject:

Complaint Statement

I am writing to formally file a complaint regarding workplace harassment that I have experienced/observed.

Details of the Incident(s):

Name of person(s) involved:

Date(s) and time(s) of incident(s):

Location(s):

Witnesses (if any):

Action(s) requested:

I respectfully request that this complaint be investigated as per company policy. Please let me know if further information or documentation is needed.

Signature:

Date:
