

# Sample Workplace Harassment Complaint Letter

**From:** Julia Kelly  
723 South Brown Avenue  
New York, New York 10023  
+1 (999) 330-6060

[Date]

**To:** Human Resources department  
Callister Inc.  
8830 Arrowhead Drive  
New York, New York 10025

## **To Whom It May Concern,**

I am writing this letter to inform you about the recent events that have created a hostile atmosphere in my working environment. I feel like I have been subjected to insults and derogatory remarks by a coworker, Dylan Mills. This is a formal complaint of harassment that I have been subjected to, and I request early action and proper investigation of the situation.

I work in the IT department in Callister Inc. and have been employed here for four years.

The harassment started on [Date] when Dylan Mills said that I would not be able to get a promotion just because I am a woman. The verbal abuse took place on the premises of the company. I've kept a log of his actions:

1. On [Date], Dylan Mills yelled at me because I refused to bring him a cup of coffee.
2. On [Date], Dylan Mills threatened to steal my phone if I didn't help him with his share of work.
3. On [Date], Dylan Mills told me that I deserved to be fired.
4. On [Date], Dylan Mills spread false rumors about me around the office.

# How To Write A Harassment Letter In The Workplace

**Ying-Ying Zheng**



## **How To Write A Harassment Letter In The Workplace:**

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