Your Name Address Phone Number

Name of Recipient Designation of Recipient Name of Organization Address of Organization

## DATE

## Dear [Name of Recipient]:

This is to draw your attention to one of the serious matters of our department that is creating lots of problems for the staff. As you know I am working under the supervision of (Authority/Employee/manager name) who is the (Job Designation). Unfortunately, (Authority/Employee/manager name) behavior has been intolerable for some time now. (Explain actual problem and situation in your words). Almost all staff members don't like working with him, he is rude and aggressive and on top of that, he thinks that he is always right. Often he calls the names of his subordinates and treats them very badly. (Describe in your words).

You are requested to please look into the matter with your keen interest and formulate a committee that inquires the case in a judicious way and submits its recommendations which are in best interest of the department. (Describe your requirement).

An early action in this regard shall be highly appreciated.

Regards,

Signature Your Name

# **How To Write A Stop Harassment Letter**

Zhe Xu

**How To Write A Stop Harassment Letter:** 

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