



**COMPANY NAME**  
[Your Company Website]

[Your Company Email]  
[Your Company Number]

## HARASSMENT COMPLAINT LETTER

[Your Name]

[Your Company Name]

[Your Company Address]

August 12, 2054

Ms. Lisa Martinez

Human Resources Manager

Tech Innovations Inc.

Dear Ms. Martinez,

I am writing to formally file a harassment complaint that I have experienced in the workplace. I hope this letter serves as a clear and accurate account of the incidents and concerns that have led to this complaint.

On multiple occasions between May 2054 and July 2054, I have experienced inappropriate and unwanted behavior from Mark Thompson, who is currently employed as a Senior Software Developer within our organization. Specifically, the incidents include:

- **June 15, 2054:** Mark made several unwelcome comments about my appearance in the break room, including remarks about my clothing and physical features. Despite my clear discomfort, he continued with these comments in front of other colleagues.
- **July 3, 2054:** Mark sent an inappropriate message to my work email, which included suggestive jokes and personal inquiries about my private life. This email was unsolicited and made me feel extremely uncomfortable.
- **July 20, 2054:** During a team meeting, Mark belittled my contributions and made derogatory remarks about my gender in front of the entire team. This not only embarrassed me but also undermined my professional credibility.

These actions have left me feeling harassed and devalued, severely affecting my work performance and well-being. The ongoing harassment has increased my stress and anxiety, making it hard to focus on my tasks. My work environment is no longer supportive. I discussed this with my supervisor, Emily Johnson, on July 25, 2054, but the behavior persists. I request a formal investigation into Mark Thompson's harassment claims, corrective action against him,

# How To Write A Harassment Report Complaint

**L Darling-Hammond**



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