

# Formal Complaint Letter of Harassment

Shivani Pathak  
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New Delhi 112032, India  
Phone -----

To  
Sagar Sharma  
HR at New Era Technologies  
Classic Block 752  
New Delhi 112032

Date - 22/3/2020

Subject - Harassment Complaint Letter

Dear Sir,

I'm somehow able to collect enough courage with a heavy heart to bring the harassment incident to your knowledge. I have been constantly going through a hostile professional environment at the company's workplace. I'm being harassed by Mr. \_\_\_\_\_ on the regular basis now for quite a lot of time. I initially hesitated and took the incident on a light note but now it has turned out to be the daily suffering to my professional dignity. The mentioned person has been constantly trying to take advantage of me just because I'm currently working under him. The harassment started from the inappropriate touch and now it's turning out to be more intimidating due to my silence.

I'm unable to take it any further and therefore reporting it to you as my last escape and the hope of survival. I have collected some evidence of the harassment as the authenticity proof of the incident. So, I request you to go through all the proofs for yourself and dig deeper into the incident. I can further vouch to the witnesses of the harassment to prove my side if it's required to take the matter in the legal context.

I humbly end this letter as a victim of workplace harassment with the hope of getting immediate attention to the incident. Kindly feel free to arrange a quick meeting with me for further discussion on the incident.

Thanks & regards  
Shivani Pathak



# How To Write A Formal Harassment Letter

**Mukesh Sharma**



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