

COMPLAINT LETTER ABOUT HARASSMENT

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Introduction

A complain letter about harassment can be written by an employee against a colleague or superior to the concerned authority by producing ample proof for the same since it is the reputation of another employee in question. As far as possible, forward a copy of this letter to HR -department as proof of communiqué for future reference. The letter should be brief and concise.

Complaint Letter about Harassment Tips

- Start by stating your designation and department of work. Mention name of superior who is harassing you and duration of harassment.
- Explain in brief about how you are being harassed.
- Mention threat used by superior while harassing you.
- Mention your compulsions if any for remaining silent about this issue for a while.
- End by requesting concerned authority to take suitable action against your superior for harassment.

Sample Complaint Letter about Harassment

From

Ashley Callahan

Sales Executive

Suntech Pvt Ltd

Michigan

To

Pater Ballem

Manager HR

Suntech Pvt Ltd

Michigan

12September2013

Dear Mr. Ballem,

I am employed in the sales- department under probation for the past six months. I report to Mrs.Suzane for work. I wish to bring to your notice that she has been harassing me mentally and taking undue advantage of my temporary appointment.

I am asked to complete her errands during field-trips including paying her children's' school fee, making her reservations and bookings for vacation, taking print-outs for her son's project work and much more.

When I refused a similar favor on 10September2013, she hinted that this could cost me my job-confirmation. I did not report about these incidents for long since permanency in this job means a lot to me.

I request you to treat this as a complaint against my superior for harassment and take suitable action at the earliest.

Yours Sincerely

Ashley Callahan

Complaint Letter about Harassment Template

From

_____ (your name)

_____ (designation)

_____ (office address)

To

_____ (name of recipient)

_____ (designation)

_____ (name of organization)

_____ (address)

Date _____ (date of writing letter)

Dear Sir/Madam,

I am employed in-department for the past ...(mention duration). I report to ...(mention boss's name) for work. I wish to bring to your notice that I am being harassed mentally and asked for ...(mention favor asked) for the past...(mention duration of harassment).

I am asked to ...(explain how you are being harassed)

When I refused a similar favor on...(mention date if possible), I was threatened with ...(mention threat used) .

I was silent about these incidents for long since.. ...(mention your compulsions) . I request you to treat this as a compliant against my superior for harassment and take suitable action at the earliest.

Yours Sincerely

_____ (your name)

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