

Harassment complaint letter

Mr. John Smith

123 main street,

New York - 4022

April 19, 2016

Mr. Namenda Chiba

Human Resources Officer

Dear Mr. Chiba,

It has taken me a long time to find the courage to lodge this formal complaint against my manager, Mary Smith, but I can't take her abuse anymore. Ms. Smith has been emotionally abusing me for the past few months.

It began three months ago, in April, when I was awarded a promotion by our boss, Mr. Lim. Even though Ms. Smith is still my superior, she has taken my promotion as a means to degrade me. She constantly calls me stupid, ignorant, sloppy, and ugly. She tells me that I can't do anything right, even when I believe my work to be efficient. She comments on my lack of education and lack of wealth. The first month it started happening, it wasn't so awful, but especially this past month, I have not been able to handle it anymore, and I don't feel that I should have to.

Three weeks ago, I asked if I could speak with her privately. She finally said yes, and I told her that I do not like how she has been talking to me, listing the words she has used. She said that she had no idea what I was talking about and pretended to be very nice to me. I told her that maybe we should have a meeting with our boss to try to work it out. She said sure, even though she "has no idea what's going on," but every time I try to set up a meeting, she is busy or says it's pointless. Meanwhile, the comments have not stopped, and when I point them out to her, she says she's "joking." If I tell her I don't think it's funny, she just laughs it off and walks away.

Her comments are not conducive to a healthy atmosphere in the workplace. If this issue isn't resolved, I don't think I can continue working here, even though I love the company, love my boss, and feel good about the work I've done here

Respectfully,

Mr. John Smith