
Statement Letter to HR

Jane Smith

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(123) 456-7890

July 10, 2024

Robert Johnson

Human Resources Manager

XYZ Corporation


7890 Oak Avenue

Anytown, AN 56789

Dear Mr. Johnson,

Subject: Statement Regarding [Subject/Issue, e.g., Workplace Harassment Incident]

I am writing to formally bring to your attention a matter that has recently arisen in the workplace. On [date of the incident], I experienced an incident that I believe constitutes [subject/issue, e.g., workplace harassment].



The incident occurred at approximately [time] in [location, e.g., the office cafeteria].
[Briefly describe the incident in a clear and concise manner. Include any relevant details such as what happened, who was involved, and any witnesses.]

For example: On July 5, 2024, at around 1:00 PM in the office cafeteria, I was approached by my colleague, John Doe, who made inappropriate comments about my appearance. Despite my attempts to deflect the conversation, he persisted, making me feel uncomfortable and demeaned. Several colleagues, including Emily Brown and Mark Davis, were present at the time and may have witnessed the exchange.

I believe that this behavior is not in line with the professional standards and code of conduct upheld by XYZ Corporation. I am requesting that this matter be investigated and appropriate action be taken to ensure that such incidents do not occur in the future.

I appreciate your prompt attention to this matter and am available to discuss it further if needed. Please let me know if you require any additional information or if there are specific steps I should follow in this process.

Thank you for your time and consideration.

Sincerely,

Jane Smith