September 22, 2012

To the Department of Human Resources,

I am writing this letter to complain about an unfortunate incident that recently happened to me at the office. I believe I have been sexually harassed by an employee in upper management. This employee's name is Robert Smith.

Last Friday, September 15, I was asked by my boss (Smith) to stay late to help him organize his office. Lately, I had been a bit wary of him because of some inappropriate jokes I overheard him telling to other male employees, but I still stayed to assist. Others in our department had already gone home for the day. When I began working, he came up behind me, put his hands on my waist, and said, "I'm glad we're finally alone." I quickly turned around in shock and embarrassment. He told me that he would take me out for dinner and drinks after this. I told him I was married. He said I could take off my wedding ring. I didn't know what else to do, so I rushed out of the office, as I heard him yelling after me, "If you say anything about this, it's over! You'll be done!"

I can't even tell you how scared I have been to even write this letter. After a week of thinking about it and discussing it with my husband and friends, I was finally convinced that I needed to say something. First, I wrote Mr. Smith a letter telling him how inappropriate his comments were and how he made me feel. He has not responded, and when he makes eye contact with me or tells me to do anything, it is with anger. I've just been so embarrassed about it and so scared that I'll lose my job. I need this job. However, I can't stand the thought of working under this man. I can't even make eye contact with him, I'm so disgusted.

I am writing this letter because Robert Smith needs the proper punishment for sexual harassment. I would like to be transferred to a different department or work under a different, more respectable boss. I would also like a formal apology and acknowledgement by Smith, and I feel that he should participate in some form of sensitivity seminar.

Thank you for taking the time to address this issue.

Best,
Lydia Joans