Date

**Complaint Letter**

*NB. Check if your* *contract of employment has any provisions about how to resolve workplace disputes. Next, you should look at any policies the employer has on making complaints or grievance resolution or addressing harassment/bullying in the workplace.*

Dear Manager/Supervisor or Human Resources Name

I am writing this letter to inform you about the recent events that have created a hostile atmosphere at work. I feel like I have been subjected to verbal abuse/derogatory remarks/harassment by a coworker, Name. This is a formal complaint, that my coworker has breached the company policy/my contract of employment that states (quote from policy).

I have been employed here for X months/years. The harassment started on Date when Name said that I was wasting time praying/I was homosexual/I should make the coffee as I am a woman etc. On Date, Name, I was told I should be fired/I would not be given any shifts/my work hours would be reduced without any reason given. On Date, Name yelled at me and said…. On Date, Name threatened me and said…

I have attached the statements of witnesses who heard the verbal abuse.

I understand that my complaint will be dealt with in accordance with the company policy. I would be grateful if you would acknowledge my complaint and let me know the steps that will be taken to address the matter. I look forward to hearing from you within the next 7 days.

Yours sincerely,

Your Name