

Harassment Grievance Letter

[Sender's Name]

[Sender's Designation]

[Sender's Department]

Date of Letter: Month DD, YYYY

[Recipient's Name]

Department of Human Resources,

Dear Sir / Madam,

I am writing this letter to lodge a formal complaint against my supervisor Mr D, for the emotional harassment I am facing at his hands for the last six months.

I joined this team nearly six months back and could sense his hostile attitude from day 1. However, I put it down to my being new. But, the incessant shouting, finding faults in all my work, sending emails and scolding me in front of the team and clients has persisted.

I am in a lot of stress because of his behaviour and unable to concentrate on my work. I request your interference in the matter and would request to be transferred to some other department.

Best Regards