

Date: [Today's Date]

TO:

[Director of HR Name and Title]

[Company Name]

[Company Street Address]

[City, State, ZIP Code]

FROM:

[Your Name]

[Your Position within the Company]

[Phone Number]

RE: Hostile Work Environment - [Supervisor's or Co-Worker's Name] -
CONFIDENTIAL

Dear [Director of HR Name],

I am writing to you because my workplace at [Department Name] has become extremely hostile due to the continuous inappropriate actions of [Supervisor's or Co-Worker's Name].

I attempted to resolve the problem myself but was not successful. Therefore, I must ask you to step in.

Specifically, this is what happened:

[Describe the problem/s, such as:

- I was called names and / or inappropriate and unwelcome jokes were directed at me.

OR

- [Supervisor's or Co-Worker's Name] is habitually using offensive language in front of me and other co-workers.

OR

- [Supervisor's or Co-Worker's Name] is aggressively avoiding his/her workload, expecting me to perform his/her duties, and becomes violent when I refuse.

OR

- [Supervisor's or Co-Worker's Name] is generating and circulating offensive and unsubstantiated rumors about me, my job performance, and my personal life.

OR

- Makes me very uncomfortable by [commenting on my appearance, race, gender, discussing my personal life, etc.]

OR

- Insert your particular complaint]

Such behavior is disturbing, counterproductive, and affects my ability to do my job.

I would not be able to work in such a hostile environment for very long, therefore I need your immediate interference.

I do not want to speak for all employees in my department, but I have reasons to believe I am not the only one having problems with [Supervisor's or Co-Worker's Name].

I respectfully request your office to look into the facts outlined in this letter and make necessary adjustments.

It is my sincere hope that you have resources and willingness to resolve this in-house, so I do not have to go outside our Company for help.

This situation can not continue.

Thank you for your prompt attention to this matter.

[Your Name] [Your Signature]