

Mrs. Shyama Modi
33, M.G. Road
Nr. Post Office
Pune, Maharashtra-400325

01 March 2020

To,
Mr. S.K. Venkatraman
The Deputy General Manager – Accounts,
ABC PQR Ltd.
10056, Lane 3 Industrial Notified Area,
Pune, Maharashtra

Subject: Complaint regarding colleague/superior's harassment.

Dear Mr. S.K. Venkatraman,

Greetings of the day!

As your kind self is aware, I am serving our reputed organisation _____, as _____ since _____. I have been discharging all my duties and responsibilities at the best of my abilities and have a good track record in all aspects.

Unfortunately, since last month I am facing a severe issue which never aroused earlier in my entire career. I am being sexually abused by my colleague/superior _____. S/he always tries to touch me at unacceptable places and comments below the belt in abusive language. When I confronted him/her s/he gave me the threat to sack under a false severe offense and continues to repeat the same behaviour. Hence, I am forced to write you this as his/her behaviour is not at all conducive to a healthy working atmosphere and it's making difficult for me to continue working here.

Incidents happened during all these days are narrated as below:

On date _____
On date _____
On date _____
On date _____

The above incidents are really disturbing and it is severely affecting my efficiency at the workplace and peace of mind in person resulting in disturbance in my relationship with my family members at home. Hence I hereby request you to kindly intervene in this matter and help it resolve at the earliest and do the needful and oblige.

Thank you.

Yours Faithfully,

Shyama Modi
Chief Accountant
ABC PQR Ltd.