(Employment – Harassment) **PLEASE DELETE**

Your address

**Enter Employer’s Name**

**Enter Address**

**Date**

Dear \_Enter name of person you are writing to\_\_\_\_,

**Subject: (say what your letter is about)**

I would like you to accept this letter as a formal complaint of harassment at (employer). The Equality Act 2010 (the Act) says that I am protected against harassment at work related to my disability.

* (Describe what has happened and the impact it has had on you. Explain the unwanted conduct. Give the facts of the case, being specific and clear).
* (Explain how the unwanted conduct had the purpose or effect of violating your dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for you.)

I have tried to resolve the matter informally (explain what steps you have taken to resolve the issue, what date you spoke to them and who you have spoken to) but I have not received a satisfactory outcome. I am therefore raising my concerns formally via (employer’s) grievance procedure. In line with this procedure, I expect a response from you within (internal procedure stated timeframe).

Yours sincerely

(Your name)