

Date: [Insert Date]

To:

[Name of Recipient/HR Manager/Legal Counsel]

[Company Name]

[Company Address]

RE: FORMAL NOTICE OF CYBERBULLYING AND HARASSMENT

Dear [Name of Recipient],

This letter serves as a formal notification regarding ongoing workplace cyberbullying and electronic harassment directed toward [Your Name / Client Name].

The behavior in question includes, but is not limited to: [Briefly list actions, e.g., offensive emails, defamatory social media posts, exclusionary digital practices, or threatening instant messages]. These actions have occurred via [mention platforms, e.g., Slack, Email, WhatsApp] between [Start Date] and [End Date/Present].

This conduct violates [Company Name]'s internal policies regarding professional conduct, as well as applicable labor laws and anti-harassment regulations. The digital nature of these actions has created a hostile work environment, causing significant professional and personal distress.

Formal Demands:

- That [Company Name] initiate an immediate and impartial investigation into these incidents.
- That all digital evidence, including server logs and deleted communications, be preserved.
- That immediate measures be taken to ensure the cessation of all harassing behavior.
- That [Your Name / Client Name] be protected from any form of professional retaliation for filing this complaint.

Please provide a written response outlining the steps the company intends to take to resolve this matter by [Insert Date]. We reserve the right to pursue further legal action, including filing formal complaints with government labor agencies or initiating civil litigation, should this matter remain unaddressed.

Sincerely,

[Your Signature / Attorney Signature]

[Your Typed Name / Law Firm Name]

[Phone Number]

[Email Address]