

The information in the blue bubbles includes instructions and sample wording. You should change this information to suit your situation.

[Your name]
[Your address]

[Date]

[Employer's name]
[Employer's address]

RE: Written statement

To whom it may concern,

I am writing this statement to formally document the incidents of sexual harassment I have experienced in the workplace. It is important for me to speak out about these events to ensure that they are addressed appropriately and to prevent similar situations from occurring in the future.

You will want to identify yourself, and your connection to the receiver (your employer). You will also want to identify the length of time that you have been in the working relationship with your workplace.

My name is [Your Name], and I am currently employed at [Company Name] in the position of [Your Position]. I have been an employee of the company since [date].

In this paragraph, describe the inappropriate behaviour. Provide specific dates and examples. If it is a lengthy list of inappropriate behaviour, pick a few and advise that you can provide a timeline upon request.

[Paragraph: examples of inappropriate behaviour]

This might be an individual or someone who represents a company. For example, you might write to a manager or director at your workplace or at the company you have a dispute with.

If you don't know the other party's address, you can indicate how you are sending the letter for them. For example: "Sent by email - j.doe@company.com". If the other party is a company and you don't know their address, you can look it up on their website or with the NS Registry of Joint Stock Companies.

In the next paragraph (or section), you will want to describe the negative impact on your well being. If you have any medical or mental health diagnosis or follow up, you will want to advise of this in this paragraph. If there are doctors notes, attach them to this note, or if there are many advise that you can provide this upon request. You will also want to detail any changes in your behaviour that has impacted your day to day.

[Paragraph/section: description of the impact on you]

You will want to detail any steps that you have taken to try and address the issues independently.

[Paragraph: description of the steps you've tried to take]

The following section is optional. If you choose to use it, you will want to describe any potential, reasonable resolutions that you wish to see. If you are unsure of what type of resolutions could be came to, you can state that you are looking forward to discussing any potential outcomes or next steps.

[Paragraph: expectations for a resolution]

I appreciate your prompt attention and look forward to a swift and appropriate resolution. I look forward to discussing these issues and cooperating with you regarding any future action.

Sincerely,

[Your Name]

[Your Contact Information]

If there are any documents that you would like to attach, it is best to list them by file name at the end of the letter.

[Attachments]