

Writing a Letter to the Harasser Example

DATE

Dear Mr. Jones,

In the past month, you have made several comments to me regarding my appearance. Last week this occurred in front of several lab assistants, when you made a joke about small breast size, and then said I didn't have to worry about that. Then yesterday (June 9th), at the water fountain, you hugged me hard and pushed yourself against me.

I feel increasingly uncomfortable with this unwanted attention. I find that I am trying to avoid you and that I am embarrassed when I see you. Yesterday, after your hug, I was so upset that I had difficulty concentrating on my work.

I would like to keep our relationship strictly professional. I do not want you to touch me again or to make any more remarks about my appearance.

Sincerely,

Jane Doe