

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position/Title]

[Recipient's Department/Organization]

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name or Title],

Subject: Workplace Harassment Incident Report

I am writing to report a workplace harassment incident that occurred on 01-04-2024 at my office. The incident involved John Doe who is manager to the victim. The details of the incident are as follows:

Date: 01-04-2024

Time: 8 pm

Location: my office

Perpetrator Name: John Doe

Perpetrator Relation: manager

Additionally, based on the information provided, our chatbot system has classified the incident as

Commenting. The recommended course of action suggested by the chatbot is as follows:

This incident has been documented in accordance with the provisions of the Prevention of Sexual Harassment (POSH) Act of India. As per the POSH Act, it is our legal obligation to provide a safe and harassment-free workplace environment for all employees. We take such matters seriously and are committed to ensuring compliance with the POSH Act.

Please note that as per the POSH Act, an Internal Complaints Committee (ICC) has been constituted within our organization to address complaints related to sexual harassment. Employees are encouraged to report any instances of harassment to the ICC for appropriate investigation and action.

Please do not hesitate to contact me if you require any further information or assistance regarding this matter.

Thank you for your attention to this report.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Contact Information]