Avery Peiffer

Professor Reardon

ENGCMP 0400 10:00 AM

28 August 2020

Assignment #3

Email to Boss

Dear Mr. Bossperson,

I am writing to bring to your attention an incident of sexual harassment in the office that I witnessed earlier this week. For confidentiality purposes, I do not wish to reveal the specific details of the incident until I can meet with you and a representative from the Human Resources department. I have documented what I know about the situation, but further meetings with those involved may be necessary before moving forward.

Ordinarily, I would approach the Human Resources department regarding this issue before corresponding with you, as I believe this matter to be too serious to adequately communicate in a single email. However, I wanted to be sure that you were made aware of this incident to combat future occurrences. After you hear the details of the incident, I fear you will want to believe that the cause of this act starts and ends with the individual who perpetrated it. If that is your belief, I would urge you to consider how you can be complicit in these acts through the workplace culture that you set.

That an individual felt comfortable committing this act at work implies a lapse on your part to cultivate a culture that is intolerant of any form of sexual harassment. I hope that you will take responsibility for allowing ignorance, misogyny, or a combination thereof to exist in your workplace and take concrete actions to address it. We cannot undo what has already happened, but we can make sure that no such incidents happen again in our workplace.

Sincerely,

Avery Peiffer