

From  
Tracy Milligan  
Tele-Executive  
Symbiosis Solutions  
New York.

To  
David Thomson  
Team Manager-Customer Service  
Symbiosis Solutions  
New York  
12September2013  
Dear Mr. Thomson,

I had brought a personal issue of harassment by my team-mate, Louie to your notice a month back. I wanted to inform you that his behavior has not changed despite your counseling. He still passes lewd remarks and often gives me intriguing looks.

He has my contact number since he has to inform me about any rescheduling in my shifts. But he uses the same to send double-meaning jokes and messages. My husband happened to read one such message he sent yesterday. I am scared that he might either ask me to quit my job to avoid such harassment or pick up a fight with Louie.

This job is important to me due to certain financial commitments. I request you to intervene and sort out this problem once and for all so that I can continue working without any mental stress. I also request you to shift me to another team so that we have least chances for interaction.

Yours Sincerely

Tracy Milligan