

## Email Complaint: When Company Does not Constitute an IC

To <authority primarily the District Officer/State Women Commission>,

I am a resident of <city>, <state> and employed at <name of the company>. I am writing this letter to let you know that I need to file a complaint of workplace sexual harassment with my organization. However, despite the guidelines mandated in Sexual Harassment of Women at Workplace (Prevention, Prohibition, Redressal) Act, 2013, the organization has not constituted a Committee.

I had written to them requesting the constitution of the committee in a letter dated <date> attached below<sup>1</sup>. As the organization failed to appropriately respond or initiate action, I am sending this letter to you.

I will appreciate quick assistance and guidance in this matter. The details of the company are as below:

Name of the Company:

Location:

Promoter/Employer's Name:

Promote/Employer's Email Address/Postal Address:

Contact Number:

Looking forward to hearing from you at the earliest.

Regards,

Name

Address

Contact Number

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<sup>1</sup> Attach a copy of the letter submitted to the organization.

