

Serious HR Response

Subject: Confidential - Acknowledgement of Harassment Complaint

Dear [Employee Name],

This letter confirms receipt of your formal complaint regarding alleged harassment, submitted on [date]. We want to assure you that we take all allegations of harassment seriously and are committed to maintaining a safe and respectful workplace for all employees.

Your complaint has been forwarded to our Human Resources department and will be investigated promptly and thoroughly by qualified personnel. The investigation will be conducted with the utmost confidentiality to the extent possible while ensuring a fair and complete review of the matter.

We want to emphasize that our company strictly prohibits retaliation against any employee who files a complaint in good faith. If you experience any form of retaliation, please report it immediately to HR or management.

During the investigation process, we may need to schedule follow-up meetings with you to gather additional information. We will keep you informed of the progress and timeline of our investigation.

If you have any immediate safety concerns or need to discuss temporary accommodations, please contact me directly at [phone number] or [email address].

Thank you for bringing this matter to our attention. We are committed to resolving this issue appropriately and ensuring a positive work environment for all.

Confidentially,

[Name]

Human Resources Director

[Company Name]

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