

Follow Up Email to HR Regarding a Workplace Complaint

Subject: Follow-Up on Workplace Complaint Submitted Last Month

Dear [HR Manager's Name],

I hope you are well. I am writing to follow up on the complaint I submitted on August 25th concerning inappropriate behavior in the workplace. Since our initial discussion, I have not received an update on the progress or outcome of the investigation.

I understand these matters take time and must be handled carefully. However, I would appreciate knowing if any steps have been taken or if there's a timeline I can expect for resolution. I value a respectful work environment and hope this concern will be given due consideration.

Thank you for your attention and understanding.

Kind regards,

[Your Name]

[Your Department]

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