

Harassment Complaint Acknowledgment

Date: [Insert Date]

To: [Employee's Name]

[Employee's Job Title]

[Employee's Department]

Dear [Employee's Name],

We are writing to acknowledge receipt of your harassment complaint submitted on [Insert Submission Date]. Your concerns are taken very seriously, and we want to assure you that we are committed to addressing this matter promptly and thoroughly.

The details of your complaint will be reviewed, and an investigation will be initiated. We will keep you informed throughout the process and ensure that your confidentiality is maintained to the greatest extent possible.

If you have any further questions or require additional support, please do not hesitate to reach out to [Insert Contact Person's Name and Title].

Thank you for bringing this matter to our attention.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]

[Company Name]