

Formal Apology Response

Date: [Insert Date]

To: [Insert Complainant's Name]

From: [Your Name]

Subject: Response to Harassment Complaint

Dear [Complainant's Name],

I hope this message finds you well. I am writing to formally address the harassment complaint that you submitted on [Insert Complaint Date]. First and foremost, I want to sincerely apologize for my actions that made you feel uncomfortable and unsafe. This was never my intention, and I deeply regret any pain and distress I may have caused you.

Upon receiving your complaint, I have taken the time to reflect on my behavior. I understand now how my actions were perceived and the impact they had on you. I recognize the seriousness of the situation and am committed to ensuring it does not happen again.

Please know that I value a respectful and supportive workplace, and I am taking steps to educate myself and improve my behavior. Should you feel comfortable, I am open to discussing this matter further and working towards a resolution that supports your needs and safekeeping.

Once again, I am truly sorry for my actions and the discomfort they caused. Thank you for bringing this matter to my attention. I appreciate your willingness to address it.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]