

Harassment Complaint Investigation Update

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Update on Harassment Complaint Investigation

Dear [Recipient's Name],

We are writing to provide you with an update regarding the investigation of your harassment complaint submitted on [Insert Complaint Date]. We want to ensure that you are informed about the progress being made and any significant findings.

As of today, the investigation is currently underway. We have conducted interviews with the individuals involved and are in the process of reviewing any relevant documentation.

Please be assured that we are taking this matter seriously and are committed to conducting a thorough investigation. We expect to have more detailed findings by [Insert Expected Date for Next Update].

If you have any questions or require further assistance, please do not hesitate to reach out to us.

Thank you for your patience and cooperation during this process.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]