

Harassment Complaint Resolution Notification

Date: [Insert Date]

To: [Recipient Name]
[Recipient Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you regarding the resolution of the harassment complaint filed on [Insert Date]. After a thorough investigation and review of all relevant information, we have completed our findings.

The investigation concluded that [insert findings succinctly]. As a result, [insert resolution action, e.g., disciplinary measures, additional training, etc.].

We believe these actions will help ensure a safe and respectful environment for all employees. Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your cooperation during this process.

Sincerely,
[Your Name]
[Your Title/Position]
[Company/Organization Name]
[Contact Information]