

Follow-Up Letter Regarding Workplace Complaint

Date: [Insert Date]

To: [Supervisor/Manager's Name]

From: [Your Name]

Subject: Follow-Up on Workplace Complaint

Dear [Supervisor/Manager's Name],

I hope this message finds you well. I am writing to follow up on the workplace complaint I submitted on [Insert Date of Original Complaint] regarding [briefly describe the nature of the complaint].

As per our previous discussion, I would appreciate any updates on the progress of the investigation and any steps that may have been taken to address the issues I raised.

I am hopeful for a resolution and look forward to your feedback.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]