

Notification of Harassment Issues

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Notification Regarding Harassment Concerns

Dear [Employee's Name],

I hope this message finds you well. I am writing to address a serious matter concerning harassment issues reported within our workplace.

It has come to our attention that there have been allegations of harassment involving yourself and [Name(s) of individuals involved]. We take such matters very seriously and are committed to ensuring a safe and respectful work environment for all employees.

Please be assured that we are investigating these claims thoroughly and sensitively. Confidentiality will be maintained throughout this process, and anyone involved will be treated with respect.

If you feel comfortable, we encourage you to provide any additional information or context regarding the situation. Your input is invaluable in helping us resolve this matter effectively.

We are here to support you, and I encourage you to reach out if you have any questions or concerns. Please feel free to contact me directly.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]