

# Confidentiality Agreement

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Confidentiality in Discrimination Matters

Dear [Recipient's Name],

This letter serves to affirm our commitment to maintaining confidentiality regarding the matters discussed in your recent communication related to allegations of discrimination.

We understand the sensitivity of these issues and assure you that all information provided will be treated with the utmost discretion. This includes, but is not limited to, your identity, the nature of the allegations, and any other related discussions.

Furthermore, we ask you to also maintain confidentiality regarding this matter to protect the integrity of the investigation process.

Thank you for your trust in us. Should you have any questions or require further assistance, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]