

Incident Investigation Update

Date: [Insert Date]

To: [Recipient Name]

[Recipient Position]

[Recipient Department]

Dear [Recipient Name],

We are writing to provide you with an update regarding the investigation into the incident reported on [Insert Incident Date]. As part of our commitment to maintaining a safe and respectful workplace, we take all reports of harassment seriously and ensure a thorough investigation process.

As of today, the investigation is ongoing. We have interviewed the involved parties and collected relevant evidence. Our aim is to complete this process by [Insert Expected Completion Date]. We understand the importance of keeping affected individuals informed, and we appreciate your patience during this time.

Please remember that all details discussed in the investigation are confidential. We encourage you to reach out if you have any further questions or concerns.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Company Name]

[Contact Information]