

# Response to Allegations of Anti-Harassment Policy Violation

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Response Regarding Policy Violation

Dear [Insert Recipient's Name],

We have received your complaint regarding the alleged violation of our anti-harassment policy. We take such matters very seriously and have initiated a thorough investigation into the claims you have made.

It is our commitment to ensure a safe and respectful environment for all employees. As part of our process, we will gather all relevant information and provide an opportunity for those involved to share their perspectives. Please note that confidentiality will be maintained to the greatest extent possible throughout the investigation.

If you have any additional information or would like to discuss this matter further, please do not hesitate to reach out directly at [Insert Your Contact Information]. We appreciate your courage in coming forward and assure you we will handle this situation with the utmost care and seriousness.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]