

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Response to Allegations of Workplace Discrimination**

Dear [Recipient's Name],

Thank you for bringing your concerns regarding alleged workplace discrimination to our attention. We take such matters seriously and are committed to maintaining a fair and inclusive work environment.

Specifically, I would like to address the allegations outlined in your letter dated [date of the original letter]. You mentioned incidents involving [briefly summarize the specific allegations]. I want to assure you that we are thoroughly investigating these claims as part of our commitment to ensure a respectful workplace.

We have initiated an internal review which includes interviews with all parties involved, including yourself, to gather more context and perspectives on the situation. Our aim is to understand the circumstances fully and to determine if any misconduct or discrimination has taken place.

Should our investigation reveal any breaches of company policy or discrimination, we are prepared to take appropriate actions to rectify the situation. In the meantime, please do not hesitate to reach out if you have any additional information or need support during this process.

Thank you for your patience and understanding as we work through this matter. We value your contribution to [Company Name] and are committed to ensuring a safe and equitable workplace for all employees.

Sincerely,

[Your Name]

[Your Job Title]