

Response to Workplace Discrimination Complaint

Date: [Insert Date]

To: [Employee Name]

From: [Your Name] [Your Position]

Subject: Follow-Up Actions on Discrimination Complaint

Dear [Employee Name],

Thank you for bringing your concerns about workplace discrimination to our attention. We take such matters very seriously and are committed to ensuring a safe and inclusive environment for all employees.

Following your complaint received on [insert date of complaint], we have taken the following actions:

- Conducted a thorough investigation into the allegations.
- Interviewed relevant witnesses and reviewed all pertinent documentation.
- Arranged for training sessions on workplace discrimination for our staff.
- Implemented a follow-up plan to monitor the situation and ensure a respectful workplace moving forward.

We appreciate your courage in coming forward and assure you that appropriate actions have been taken in accordance with our policies. If you have any further questions or concerns, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]