

# Response to Workplace Discrimination Complaint

Date: [Insert Date]

Dear [Employee's Name],

We acknowledge receipt of your complaint regarding workplace discrimination, submitted on [insert submission date]. Please be assured that we take such matters seriously and are committed to maintaining confidentiality throughout the investigative process.

We understand the importance of ensuring that your concerns are handled discreetly. Only those directly involved in the investigation will have access to the information shared. We are committed to protecting your privacy and ensuring no retaliation occurs as a result of your complaint.

The investigation will begin promptly, and you will be updated on the progress. Should you have any questions or require further assistance, please do not hesitate to reach out to [Insert HR Contact or Title].

Thank you for your courage in bringing this matter to our attention. We appreciate your trust in us to handle it appropriately.

Sincerely,

[Your Name]

[Your Title]

[Company Name]