

Response to Discrimination Complaint

Date: [Insert Date]

To: [Complainant's Name]

From: [Your Name / HR Department]

Subject: Acknowledgment of Initial Complaint

Dear [Complainant's Name],

Thank you for bringing your concerns to our attention regarding your recent experience at [Company Name]. We want to acknowledge receipt of your complaint dated [insert date of complaint] regarding allegations of workplace discrimination.

Your concerns are taken seriously, and we are committed to conducting a thorough and impartial investigation in compliance with our company's policies and procedures. We appreciate your courage in coming forward and assure you that we will handle this matter with the utmost confidentiality and sensitivity.

If you have any further information that you would like to provide, or if you have any questions during this process, please feel free to reach out to me directly at [Your Contact Information].

Thank you for your patience as we work to resolve this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]