

Response to Workplace Discrimination Complaint

Date: [Insert Date]

To: [Complainant's Name]

From: [Your Name]

Subject: Response to Your Complaint of Discrimination

Dear [Complainant's Name],

Thank you for bringing your concerns regarding workplace discrimination to our attention. We take such matters very seriously and are committed to a thorough investigation of your complaint. Below is an outline of the investigation process that will be followed:

Investigation Process

1. **Acknowledgment:** We acknowledge receipt of your complaint and will ensure confidentiality throughout the process.
2. **Gathering Information:** We will interview you and any relevant witnesses to gather detailed accounts regarding the alleged discrimination.
3. **Review of Documentation:** Relevant documents, emails, or other materials will be reviewed to support the investigation.
4. **Investigator's Findings:** The assigned investigator will compile findings based on the information collected.
5. **Resolution:** A determination will be made, and appropriate actions will be taken based on the findings.
6. **Follow-Up:** We will follow up with you to inform you of the outcome and any further steps we will be taking.

We appreciate your courage in coming forward with this issue, and we assure you that this matter will be handled with the utmost discretion and professionalism. If you have any questions or concerns during this process, please feel free to reach out to me directly.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]