

Response to Workplace Discrimination Complaint

Date: [Insert Date]

To: [Employee Name]

From: [Your Name/Title]

Subject: Findings and Conclusions Regarding Your Discrimination Complaint

Dear [Employee Name],

Thank you for bringing your concerns regarding workplace discrimination to our attention on [insert date complaint was filed]. We take such matters seriously and have conducted a thorough investigation.

Findings

- Interviews were conducted with relevant parties, including [insert names/positions].
- Documentation and evidence were reviewed, including [insert relevant documents].
- Observations of workplace interactions were noted.

Conclusions

Based on our findings, we have concluded that:

- [Insert conclusion 1: e.g., no evidence of discrimination was found.]
- [Insert conclusion 2: e.g., appropriate actions will be taken to address the concerns raised.]

Please be assured that we are committed to fostering a respectful and equitable workplace. Should you wish to discuss this matter further or have additional concerns, feel free to reach out to me directly at [insert contact information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]