

Notification of Harassment Incident

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Notice of Harassment Incident

Dear [Recipient Name],

I am writing to formally notify you of a harassment incident that occurred on [insert date of incident] at [insert location]. This incident involved [brief description of the individuals involved and the nature of the harassment].

We take such matters very seriously and are committed to providing a safe workplace environment for all employees. Following this incident, we have initiated an investigation to gather additional information and ensure that appropriate actions are taken.

Please be assured that all reports of harassment will be treated with confidentiality and sensitivity. If you have any further details to provide or need support, do not hesitate to reach out to me directly or to [insert name of HR representative or relevant contact person].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]