

Letter of Acknowledgment for Offensive Remarks

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]

[Recipient's Name]
[Recipient's Position]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge the offensive remarks made on [insert date or context]. It has come to my attention that these comments may have caused distress and discomfort to the individuals involved.

We take matters of this nature seriously, and I want to assure you that we are committed to fostering a respectful and inclusive environment. We are currently reviewing the incident and will take appropriate actions to address the situation.

Thank you for bringing this to our attention. Your feedback is important to us, and we appreciate your commitment to ensuring our workplace remains a place of respect and dignity for all.

Sincerely,
[Your Name]
[Your Position]