

# Response to Workplace Discrimination Inquiry

Date: [Insert Date]

To: [Insert Recipient's Name]  
[Insert Recipient's Title]  
[Insert Company Name]  
[Insert Company Address]

Dear [Recipient's Name],

Thank you for reaching out regarding your inquiry into workplace discrimination. We take such matters very seriously and are committed to maintaining a workplace that is free from discrimination and harassment.

Upon receiving your concerns, our HR department has initiated a thorough investigation process. We are gathering relevant information and speaking with involved parties to ensure a fair and impartial review.

Please rest assured that we will handle this inquiry with the utmost confidentiality and respect for all individuals involved. We value your input and assure you that appropriate actions will be taken based on our findings.

If you have any further information you wish to provide or if you have additional questions, please feel free to reach out directly to me at [Your Phone Number] or [Your Email Address].

Thank you for your patience as we work through this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]