

Workplace Harassment Investigation Process

Date: [Insert Date]

To: [Employee Name]

From: [Investigator Name]

Subject: Notice of Workplace Harassment Investigation

Dear [Employee Name],

This letter is to inform you that a formal investigation into allegations of workplace harassment has been initiated following your complaint submitted on [Insert Date]. We take such matters seriously and are committed to ensuring a safe and respectful work environment for all employees.

The investigation process will include the following steps:

- Initial interviews with the complainant and any witnesses.
- Gathering any relevant documents or evidence.
- Interviewing the accused party.
- Compiling a report with findings and recommendations.

During this process, we assure you that confidentiality will be maintained to the extent possible. Retaliation against anyone who participates in the investigation is strictly prohibited.

If you have any questions or need to provide further information, please do not hesitate to reach out to me directly at [Contact Information].

Thank you for your cooperation in this matter.

Sincerely,

[Investigator Name]

[Investigator Title]

[Company Name]