

Response to Harassment Allegations

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Acknowledgment of Harassment Allegations

Dear [Employee's Name],

Thank you for bringing your concerns to my attention. I want to assure you that we take all allegations of harassment very seriously. Your well-being in the workplace is a priority for our team.

We are committed to conducting a thorough and impartial investigation into your claims. Please know that this process will maintain confidentiality to the extent possible while allowing us to address the issues raised.

If you need support during this time, I encourage you to reach out to our HR department or a confidential support service. We are here to support you and ensure a respectful work environment.

Thank you for your courage in speaking up.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]

[Manager's Contact Information]