

Harassment Complaint Resolution Update

Date: [Insert Date]

To: [Insert Recipient's Name]
[Insert Recipient's Position]
[Insert Company/Organization Name]

Dear [Insert Recipient's Name],

I am writing to provide you with an update regarding the harassment complaint I submitted on [insert date of complaint]. After a thorough investigation conducted by [insert investigator's name or committee], I would like to outline the findings and the steps taken toward resolution.

Following the investigation, the following conclusions have been reached:

- Incidents of harassment were identified that corroborate the claims made in my complaint.
- Appropriate actions were taken to address the issue, including [insert actions taken, e.g., mediation, training, disciplinary actions].

As part of the resolution process, I would appreciate any further steps that will be implemented to ensure a safe and supportive environment moving forward. I believe that fostering open communication and preventive measures will be essential in mitigating future incidents.

Thank you for your attention to this matter. I look forward to your reply and any further updates on this situation.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Contact Information]