

Response to Harassment Allegations

Date: [Insert Date]

To: [Complainant's Name]

From: [Board's Name]

Dear [Complainant's Name],

We are writing in response to your letter dated [Insert Date], in which you detailed your allegations of harassment. We take such matters very seriously and appreciate your bravery in coming forward.

Upon receipt of your concerns, we initiated a thorough investigation in accordance with our policies and procedures. This investigation included interviews with relevant parties and a review of any pertinent documentation.

We would like to assure you that your allegations were handled with the utmost confidentiality and professionalism. After careful consideration, we have determined that [insert summary of findings].

Following our findings, we have taken the following actions: [insert actions taken, if applicable]. We are committed to ensuring a safe and respectful environment for all members of our community.

Thank you for your patience throughout this process. Should you have any further questions or require additional support, please do not hesitate to reach out to us directly.

Sincerely,

[Your Name]

[Your Title]

[Board's Name]

[Contact Information]