

Acknowledgement of a Complaint of Harassment



Exclusively for Subscription Clients

Any type of harassment complaint must be taken seriously and the following allows the organization to go on record as having received the complaint and committing to a full and appropriate investigation. A copy of this acknowledgement should be given to the complaining employee and placed in a file opened for this complaint.

Remember that your investigation needs to be timely and don't forget to keep the employee apprised of the progress of the investigation. You will also let the employee know when the investigation has been satisfactorily concluded, but not the specifics of any disciplinary action taken against the alleged harasser.

Please note that this information was correct as of the date it was placed on Sikich LLP's website. While we will make a good faith effort to keep the information current, it is the responsibility of users of this section to ensure that they are viewing the most updated information. There is no guarantee of applicability in your state and local and state guidelines/laws should be considered. We cannot be responsible for actions based on outdated information. Remember that you can always call to verify current information.

Acknowledgement of a Complaint of Harassment

To: (Complaining Employee)

From: (Top Human Resource Professional or Top Administrative or Operations' Professional, depending on the organization structure)

Subject: Complaint of Harassment

At (Organization Name), we want to have a workplace free from harassment and take complaints such as the one we have received from you very seriously. I wanted to let you know that we are beginning an immediate investigation of your complaint and that appropriate executives within the organization have been notified of the issue.

We want our employees to be able to work in a positive environment. Please be assured that if, after our investigation, we find that harassment has taken place, we will take actions appropriate to the situation.

Please do not hesitate to contact me at any time during this investigation and I will provide what information I can.