Send Certified and Regular Mail

 Certification # \_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE

COMPLAINANT NAME

ADDRESS

Dear NAME:

This letter is to confirm that we have received your letter [UPDATE TO REFLECT HOW COMPLAINT WAS COMMUNICATED] of complaint dated DATE.

We take complaints seriously and want to assure you that this matter will be fully evaluated, including obtaining complete details regarding the specifics of your complaint(s). Please be aware that it is important to COMPANY that you participate in the investigation process.

We have provided the names of the following people who may conduct the investigation. Please contact us to indicate your preferences. We will also be working with an HR Consultant, Ms. Beth De Lima, SPHR-CA, at HRM Consulting during the process.

1. NAME
2. NAME
3. NAME

In order to begin the investigation, we have scheduled the following meeting so that we can discuss the statements that were reported by you:

Date and Time – DATE & TIME

Location – ADDRESS

It is the intent of this meeting to work directly with you to assure that your complaint(s) are quickly and fairly investigated. Upon completion of the investigation analysis, you will be provided a summary of INVESTIGATOR’S NAME conclusions and recommendations as it relates to the complaint. Your participation will facilitate a thorough and complete analysis.

Upon receipt of this letter, please confirm the meeting time and date as well as your preferences regarding the investigator. You may contact NAME, the meeting coordinator, at PHONE NUMBER or by email at EMAIL ADDRESS [DELETE IF NOT APPLICABLE].

We are sending two copies of this letter and its attachments, the first as Certified Return Receipt Requested, and the second by regular U.S. mail.

Sincerely,

NAME

TITLE

cc: ACCUSED

 HR DEPARTMENT

Enclosures: COMPANY POLICY(S) AS THEY RELATE TO THE COMPLAINT