[DATE]

Contact Name

Address

Address2

City

State/Province

Zip/Postal Code

**RE: SEXUAL HARASSMENT COMPLAINT**

Dear [CONTACT NAME],

This letter serves to confirm that we met with you on [DATE], to discuss your allegations of possible sexual harassment by [ALLEGED HARASSER]. This letter explains the Company policies and procedures as well as South African law requirements that will be followed in cases such as these.

[COMPANY] is committed to preventing, investigating and when necessary, taking disciplinary action *in re*sponse to any harassment case. We do consider your allegations to be serious and all the necessary measures will be taken to resolve this issue.

Specifically, you alleged that the following events occurred:

[DESCRIBE]

Our harassment policy requires that fully investigate both parties understanding of the events that occurred. We will be interviewing [ALLEGED HARASSER] and with your permission, any other individuals who may have knowledge regarding this matter. We will do our best to conduct this investigation in as sensitive and confidential a manner as the circumstances allow, We will be in contact with yourself and [ALLEGED HARASSER] once the investigation is complete. If you have any other allegations that are not listed above, please inform us immediately so that we have all the information before conducting the investigation.

Necessary action will be taken should we find that any form of harassment has in fact occurred. In addition, it is in all parties’ best interest that disclosure of the allegations be limited only to those individuals who have a need to know them. Enclosed with this letter is a copy of [COMPANY]'s sexual harassment policy for your information.

If you have any questions, or can provide further facts regarding this matter, please feel free to contact me.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]