Opening Letter to Complainant

Date

Subject Name

Dear ,

This is to let you know we are in receipt of your complaint alleging [summary of complaint]. Our office will be contacting you within the next [time frame] working days to gather more information into your concerns and discuss the next steps in responding to your complaint. Confidentiality will be kept to the extent possible.

I ask that you not engage in workplace discussions during paid state time that could create a conflict of interest or impair the recollection of any potential witnesses.

Please feel free to contact me directly during the investigation process should you wish to talk or should you have further information to give me.

Federal and state law, as well as state policy, protects individuals from being retaliated against because of their involvement in an investigative process. If you feel you are being retaliated against for your participation in the complaint or investigation, please notify [enter name/department] immediately so we may take appropriate action.

Please feel free to contact me directly at [phone/e-mail] if you have any concerns or questions.

Sincerely,