

HR Preliminary Investigation Response

Subject: Provisional Response to Your Workplace Complaint - Investigation Underway

Dear [Employee Name],

This message serves as acknowledgement of your workplace complaint submitted on [date] concerning [nature of complaint]. We have assigned case number [number] to your matter for tracking purposes.

Please be advised that this is a provisional response while we conduct a thorough investigation. We have initiated preliminary interviews with relevant parties and are reviewing all pertinent documentation and policies.

During this investigation period, we want to ensure your continued comfort and safety in the workplace. As an interim measure, we have implemented [temporary arrangements] effective immediately. These arrangements will remain in place until our investigation is complete.

Our investigation is expected to conclude within [timeframe]. You will receive a detailed written response with our findings and final resolution at that time. Please note that all information related to this complaint will be handled confidentially in accordance with company policy and applicable laws.

If you experience any retaliation or have additional concerns during this period, please contact me immediately at [contact information].

We appreciate your patience as we work to resolve this matter fairly and thoroughly.

Best regards,

[HR Representative Name]

[Title]

Human Resources Department

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