DATE

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

Thank you for bringing your complaint to our attention. The Company takes complaints seriously and you are protected from retaliation for filing a complaint, under company policy.

We have closed our investigation and are taking action consistent with our policies. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will follow up with you by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to ensure your concerns were addressed, but please feel free to reach out to me, or any other manager, if you have questions or concerns in the meantime.

Sincerely,