**MODEL LETTER CONFIRMING RECEIPT OF COMPLAINT**

**PERSONAL**

Dear

COMPLAINT: MANAGING BULLYING AND HARASSMENT

I write to confirm receipt of the complaint(s) you have raised against **<name>, <job title>**, under the formal part of the above procedure. I will beinvestigating this matter\*/I have appointed **<name and job title>** asInvestigating Officer to take this matter forward\* (Delete as appropriate).

I\*/**<name>\*** (Delete as appropriate) will be in touch with you in the next few days to provide you with further details regarding how this matter is to be progressed.

Yours sincerely

<name>

**<post title>**