[DATE]

[COMPLAINANT NAME]

[COMPLAINANT AGENCY]

[COMPLAINANT ADDRESS]

Dear [NAME],

I am writing to confirm that I received your sexual harassment complaint on [DATE]. As [AGENCY’S] Sexual Harassment Officer, I have been assigned to investigate the events described in your complaint. As next steps, **please respond to this notice within 3 days** with your availability for a formal interview. Your cooperation is vital to a thorough and accurate investigation of your complaint.

My hope is to complete my investigation within 60 days or less. Thereafter, you will receive a notice from [AGENCY] informing you of the resulting findings and conclusions regarding your complaint. If you have any questions or concerns regarding the investigation process, please contact me at: [PHONE], or email me at [EMAIL].

Sincerely,

[SEXUAL HARASSMENT OFFICER]

[SHO CONTACT INFO]

[DATE]

[RECIPIENT NAME]

[COMPLAINANT AGENCY]

[COMPLAINANT ADDRESS]

Dear [NAME],

On [DATE], [AGENCY] received a sexual harassment complaint. I am writing you today because you have been identified as a potential witness with information relating to the alleged events described in the complaint.

As [AGENCY’S] Sexual Harassment Officer, I have been assigned to address and investigate these allegations. As a District government employee, Mayor’s Order 2017-313 requires you to cooperate in any internal sexual harassment investigation.

To ensure the efficient resolution of this matter, **please respond to this notice within 3 days** with your availability for a formal interview. [AGENCY] is treating this matter with the necessary level of sensitivity and confidentiality, and will take reasonable steps to address any claims of retaliation by witnesses as a result of their cooperation in the investigation process. To preserve the integrity of the investigation process, [AGENCY] asks that you please exercise discretion when discussing the details of the investigation with others while the investigation is still pending.

If you have any questions or concerns, please contact me at: [PHONE], or email me at [EMAIL]. Thank you for your cooperation in making the District of Columbia a safe place to work.

Sincerely,

[SEXUAL HARASSMENT OFFICER]

[SHO CONTACT INFO]