

**CONFIDENTIAL –
TO BE OPENED BY ADDRESSEE ONLY**

Attachment #2

{Date}

Mr./Ms. {Name}
{Address}
{City, State, Zip}

Dear Mr./Ms. _____:

I am writing to acknowledge your complaint of sexual harassment against Mr./Ms. _____, which was received by my office on _____. Enclosed for your information is a copy of the Sexual Harassment Policy of the University. As chair of the committee dealing with the formal complaint, it is my responsibility, pursuant to this procedure, to coordinate the process to address this matter.

As described more fully in the policy, Mr./Ms. _____ will have the opportunity reply to your allegations and you will have the opportunity to respond to his/her statement(s). In addition, you will both have the opportunity to submit any other information that you feel is pertinent. As the investigation proceeds, all documents will be maintained in a confidential file.

As noted in the policy, the University seeks to protect, to the maximum extent possible, the confidentiality of the complaint procedure. To this end, I ask that you not disclose any documents of information concerning this proceeding to any persons other than those involved in the investigation of this complaint. This requirement is not intended to inhibit your ability to present your case, and if there are other individuals who you believe have relevant knowledge, please let me know and I will arrange to interview them or obtain their information.

Under the University's policy, it is prohibited to retaliate against a complainant or witness, and any alleged facts of retaliation should be brought to my attention immediately. Mr./Ms. _____ will be informed of the University's policy and instructed that any retaliatory conduct will subject him/her to disciplinary action.

I will be in contact with you in the near future to schedule an interview. In the interim, please let me know if you have questions.

Sincerely,

Name
Individual in Charge of Human Resources
Robert Morris University

Enclosures
Cc: