

SAMPLE

E-Mail From Supervisor to EEO Officer

TO: EEO Officer

FROM: Supervisor

August 3, 2012

I wanted to let you know that Jane Doe met with me today to advise me that she felt sexually harassed by John Smith, one of her co-workers in our unit. After listening to her description of what occurred, I told her that I take all allegations of harassment seriously and that as a supervisor I am required to report allegations of this nature to your office. I let her know that I would be letting you know about the details of her allegations and I also advised her that she has the right to file a complaint with you or the Department of Fair Housing and Employment or the Equal Employment Opportunity Commission.

Could you please let me know what further actions, if any, I should take in regards to Jane's complaint?

I can be reached at 555-5555 if you have questions.