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***HUMAN RESOURCES COMPLAINT RESOLUTION ACKNOWLEDGEMENT***

Name of Respondent: \_\_\_\_\_

Name of Complainant: \_\_\_\_\_

Although my signature on this document does not constitute an admission of guilt, I do acknowledge that the complainant perceived my actions as being offensive. My signature on this form is my agreement that I will cease-and-desist the actions that are perceived as being offensive.

\_\_\_\_\_  
Signature of respondent

\_\_\_\_\_  
Date

I am satisfied my complaint has been acknowledged and that actions taken by the respondent are satisfactory to me.

\_\_\_\_\_  
Signature of complainant

\_\_\_\_\_  
Date