

[Date]

Dear [Employee Name]:

This letter summarizes the results of [Company Name]'s investigation into your allegations that [Accused Employee or Employees] acted inappropriately and/or violated company policy by [summary of the nature of the complaint].

As we discussed, [Company Name] takes such allegations very seriously and will not tolerate inappropriate behavior in the workplace. Employees are encouraged to bring such matters to our attention at any time, without fear of any adverse action being taken against them for doing so.

As you know, [Accused Employee or Employees] [has/have] been on leave since [date] to allow us to investigate your complaint. In my capacity as human resource manager, I have interviewed all the employees involved, including you and [the accused employees], and our investigation is now complete. Though we could not confirm all of your allegations, it does appear that inappropriate behavior and violations of company policy took place, specifically in violation of the [policy] found in the company employee handbook. A copy of that policy is attached to this letter.

Although privacy considerations limit our ability to share confidential information with you about other employees, I can tell you that the appropriate action has been taken to ensure that such conduct does not repeat itself. Should you experience any further problems, please feel free to let me know or to speak with another trusted member of management. Any future misconduct, including any retaliation, will be dealt with swiftly and severely as the circumstances dictate.

Please do not hesitate to ask questions or speak up about matters that concern you. If you feel any form of retaliation occurs, report it immediately, so it can be addressed quickly.

Thank you again for bringing this matter to our attention.

Sincerely,

[name, title, contact information]

cc: file