**Investigation Follow Up Letter to Accused**

**DATE:**

Dear [Employee Name]:

This letter serves as a summary to our conversation on [DATE], regarding the conclusion of the Company’s investigation initiated by a complaint against you, received on [DATE].

The Company concludes that you [did/did not/potentially] act(ed) inappropriately [and/or] violated company policy by [summary of the nature of the complaint] and next steps have been identified. The company will undertake immediate and appropriate corrective action designed to stop the unwanted behavior, correct its effects on other employees within the organization, and aim to prevent future occurrences.

As a result of these conclusions, the company is taking the following actions [DESCRIBE REMEDIAL ACTIONS – *e.g. written warning, final warning, suspension, transfer, apology, training, etc.*].

A copy of the Company’s Non-Harassment/Equal Employment Opportunity and Anti-Retaliation [or other] Policy is attached for your review. Any future [inappropriate behavior/policy violation] will be subject to additional discipline, up to and including termination. Additionally, please note that our policy, as well as federal law, prohibits any retaliation by you against the complainant or any participant in the investigation.

The Company expects all employees to fully comply with the Non-Harassment/Equal Employment Opportunity and Anti-Retaliation [or other] Policy. We look forward to your cooperation and compliance.

Please let us know if you have any further questions.

Sincerely,

[name, title, contact information]

cc: Personnel File of [EMPLOYEE’S NAME]