**Investigation Follow Up Letter to Complainant**

**DATE:**

Dear [Employee Name]:

This letter serves as a summary to our conversation on [DATE]. We spoke regarding the conclusion of the Company’s investigation initiated by your complaint received on [DATE]. Your complaint that [ACCUSED’S NAME] acted inappropriately [and/or] violated company policy by [summary of the nature of the complaint] was fully investigated and next steps have been identified.

Due to privacy considerations, we are not able to share confidential information with you about other employees, which includes specific actions taken with [ACCUSED’S NAME]. However, as a result of this investigation, we can assure you the company will undertake immediate and appropriate corrective action designed to stop the unwanted behavior, correct its effects on your role within the organization, and aim to prevent future occurrences.

We appreciate you bringing this matter to the Company’s attention. We take these matters very seriously. Please advise the Company immediately if you have any future concerns about these matters. The Company is committed to strict enforcement of its Non-Harassment/Equal Employment Opportunity and Anti-Retaliation [or other] Policy. These policies are attached to this correspondence for your review.

Please let us know if you have any further questions.

Sincerely,

[name, title, contact information]

cc: Personnel File of [EMPLOYEE’S NAME]