**[THIS LETTER SHOULD BE PRINTED ON COMPANY LETTER HEAD PAPER]**

**Template Letter - Letter to Complainant Regarding Investigation Outcome**

**Sample**

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| Sample Letter  This template letter is ready to be tailored to your company’s needs and should be considered a starting point.  Disclaimer: This template is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local, state or federal laws and is not a legal document. Neither the author nor HR Expert Australia will assume any legal liability that may arise from the use of this document.  Important Note: The content of these templates is legally compliant if correctly used and applied. However, it is your responsibility to ensure you choose the appropriate template/s and clause option/s for your particular circumstances (e.g., award covered vs. award free, fixed term vs. permanent, salary vs. wages, etc.). Before issuing any contract template using HR Expert Australia, you should always re-read and consider the final document carefully to ensure it aligns with your particular legal, commercial and organisational needs. These needs may differ from business to business and from employee to employee. If you are not sure about the meaning or consequences of any provisions in the document/s that you generate, we recommend you seek professional advice in relation to your particular circumstances. HR Expert Consulting International Pty Limited and HR Expert Australia does not provide this service, but upon request, we can refer you to a Human Resources and/or Legal Adviser to assist. |

[Date]

**Private & Confidential**

[Employee First Name & Surname]

[Address 1]

[Address 2]

[City]

[State & Postcode]

Dear [First Name],

**Confidential workplace investigation**

I refer to our recent meeting about the investigation into your complaints about [**insert name of respondent**].

As you are aware, [**insert name of investigator**] has now completed [**his/her**] investigation and a summary of [**insert name of investigator**]’s findings as they relate to your complaints are set out in the attachment to this letter. I am in discussions with [**insert name of respondent**] about the findings, however, as you would expect, these discussions are confidential.

**Investigation findings**

[**Note: the following paragraph will need to be tailored depending on the findings made by the investigator. If the complaints are found to be disproven, and you consider that the complaints may have been made vexatiously in bad faith, we recommend that you seek legal advice.**]

***Option 1 – where conduct is proven***

[**insert name of investigator**] has found that [**some/all**] of your complaints are proven. I would like to assure you that we take the issue of [**insert description of conduct**] very seriously, and we will be addressing this matter with [**insert name of respondent**] accordingly.

***Option 2 – where conduct is inconclusive***

Whilst [**insert name of investigator**] has found that [**some/all**] of your complaints could not be proven or disproven, I would like to assure you that we take the issue of [**insert description of conduct**] very seriously.

***Option 3 – where conduct is disproven, but complaints appear to have been made in good faith***

[**insert name of investigator**] carefully considered each of your complaints against [**insert name of respondent**] and formed the view that your complaints are disproven, based on the information available to [**him/her**]. Whilst [**insert name of investigator**] has found that your complaints are disproven, I would like to assure you that we take the issue of [**insert description of conduct**] very seriously.

**Next steps**

In the event that you are ever concerned that you are subject to [**insert description of conduct**] in the future, I ask that you immediately report the situation in accordance with the terms of the [**insert name of policy**]. You may also report the situation directly to me.

In relation to your ongoing employment, [**insert details regarding how work arrangements will be managed moving forward**].

**Next steps**

I would like to remind you of the confidential nature of the investigation. The conditions set out in my letter dated [**insert date**] with respect to confidentiality and victimisation continue to apply. If you have any concerns in this regard, please contact me immediately.

**Employee Assistance Program**

If you require further support, The Employee Assistance Program is available to you if you require further support during the investigation. The contact details are [Insert company EAP details].

I would like to take this opportunity to thank you for your cooperation in relation to the investigation. If you have any questions about the investigation or the matters covered in this letter, please contact me on [**insert contact number**].

Yours faithfully

[Manager Name]

[Manager Title]

cc; HR