DATE

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

We have closed our investigation in which you were a subject. Policy violations were [choose: founded/unfounded/inconclusive]. [We will take action consistent with our policies.] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will follow up with you by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ regarding any next steps. As a reminder, the Company takes complaints seriously and investigation participants are protected from retaliation under Company policy. Please reach out to me, or any other manager, if you have questions or concerns.

Sincerely,