Closure Letter to Complainant

Date

Complainant

Dear,

This letter is in response to your complaint submitted to [the Human Resource office]. The complaint outlined concerns regarding [concern raised]. [Agency] takes such allegations very seriously and will not tolerate [concern raised] in our workplace. A thorough investigation was conducted into these concerns in accordance with state and agency policy.

The investigation included interviewing the parties, witnesses who were identified by yourself or others as having pertinent information, and reviewing all available documents and information gathered related to the complaint.

The investigation is now complete. After careful consideration, the agency has not found 1) enough information to support your allegations or 2) any violation of state or agency policy.

OR

The investigation is now complete. The complaint was found to have merit, specifically regarding [policy name]. While privacy considerations limit our ability to share confidential information with you about other employees, I can tell you we have taken appropriate action which we believe will address your concerns and prevent similar actions from taking place in the future.

I would like to thank you for participating and I appreciate you bringing your concerns forward. You should feel free to bring such matters to our attention at any time, without fear of any adverse action being taken against you for doing so.

Federal and state law, as well as state policy, protects individuals from being retaliated against because of their involvement in an investigative process. All parties were instructed that there can be no retaliation towards any of the participants. If you feel you are being retaliated against for your participation in the complaint or investigation, please notify [enter name/department] immediately so we may take appropriate action.

Should you experience any further problems, please feel perfectly free to let me, your management, or Human Resources.

Sincerely,