Closure Letter to Subject

Date

Subject Name

Dear ,

You were informed on [date] that a complaint had been filed with the [office/department]. The complaint alleged you had [nature of complaint]. [Agency] takes these concerns very seriously and as such, conducted a thorough investigation into these concerns.

The purpose of this communication is to inform you our investigation has been concluded. After considering all the information provided, we have determined the findings do not substantiate the allegations made against you. Specifically, the investigation did not produce any evidence to support violations of [policy].

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.

Please feel free to contact me directly at [phone/e-mail] if you have any concerns or questions.

Sincerely,