Closure Letter to Witness

Date

Subject Name

Dear ,

On [date] you were interviewed as a witness in an investigation alleging [summary of complaint]. This letter is to notify you the investigation has been concluded.

I would like to thank you for participating. I know how difficult it is and I appreciate your courage.

Federal and state law, as well as state policy, protects individuals from being retaliated against because of their involvement in an investigative process. 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,