

Investigation Findings

Date: [Insert Date]

To: [Employee Name]

From: [Investigator's Name]

Subject: Findings of Investigation Regarding Employee Behavior

Dear [Employee Name],

We are writing to inform you of the findings from the investigation concerning your behavior reported on [Insert Date of Incident]. The investigation was conducted in accordance with company policy and involved interviews with relevant witnesses and a review of applicable documentation.

Findings

- [Finding 1: Brief description]
- [Finding 2: Brief description]
- [Finding 3: Brief description]

Conclusion

Based on the facts gathered, it has been determined that [Insert Conclusion: e.g., the claims were substantiated/not substantiated]. We have taken this matter seriously and will be implementing appropriate actions moving forward.

Next Steps

We encourage you to reach out to [HR or relevant department] if you would like to discuss the findings in more detail or if you have any questions regarding this matter.

Thank you for your attention to this important matter.

Sincerely,

[Investigator's Name]

[Job Title]

[Company Name]