

Investigation Outcome Communication

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you about the outcome of the investigation conducted regarding [brief description of the issue, e.g., an allegation, complaint, incident etc.]. The investigation was initiated on [date of initiation] and concluded on [date of conclusion].

After thoroughly reviewing all available evidence, interviewing relevant parties, and assessing the circumstances surrounding the matter, we have reached the following conclusions:

- [Conclusion 1]
- [Conclusion 2]
- [Conclusion 3]

Based on these findings, we have decided to [explain any actions taken or recommendations made as a result of the investigation, if applicable].

Thank you for your patience and cooperation during this investigation. If you have any questions or need further clarification, please do not hesitate to reach out to us at [contact information].

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]