

Investigation Outcome Notification

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Department Name]

Dear [Employee Name],

We are writing to inform you of the outcome of the investigation conducted regarding your conduct, which was initiated on [Insert Initiation Date]. After a thorough review of the circumstances and evidence presented, we have reached a conclusion.

The investigation found that [brief summary of findings]. As a result, the following actions will be taken: [outline any actions or consequences, such as disciplinary measures, if applicable].

We understand that this may be a challenging time, and we want to assure you that support is available. Should you have any questions regarding this process, feel free to reach out to [Contact Person/HR Department].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]