

Investigation Outcome Notification

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

We are writing to inform you of the outcome of the investigation conducted regarding the allegations of professional misconduct that were raised on [Insert Date of Allegation]. The investigation was initiated to ensure a fair and thorough review of the claims made against you.

After carefully reviewing all relevant information, including witness statements and any available documentation, we have reached the following conclusions:

- [Summary of Findings 1]
- [Summary of Findings 2]
- [Summary of Findings 3]

Based on our findings, the following actions will be taken:

- [Action 1: e.g., Verbal Warning]
- [Action 2: e.g., Written Warning]
- [Action 3: e.g., Suspension or Termination]

Please be aware that these actions are intended to ensure compliance with our professional standards and to foster a respectful workplace environment.

If you have any questions regarding this decision or if you would like to discuss this matter further, please do not hesitate to reach out to [HR Representative's Name] at [HR Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]