

Investigation Outcome Notification

Date: [Insert Date]

[Intern's Name]

[Intern's Address]

[City, State, Zip Code]

Dear [Intern's Name],

We are writing to inform you of the outcome of the investigation regarding the incident that occurred on [insert date of incident]. After a thorough review of the circumstances and evidence related to your conduct as an intern at [Company/Organization Name], we have reached a conclusion.

The investigation has found that you were involved in [briefly describe the misconduct]. This behavior is contrary to our company values and policies, which require all interns to uphold [mention relevant policies or codes of conduct].

As a result, we have decided to [outline the consequences, e.g., termination, suspension, formal warning]. This decision was made in accordance with our internal procedures and after careful consideration of all relevant factors.

We hope that this experience will serve as a valuable lesson for you in your future endeavors. If you have any questions or wish to discuss this matter further, please feel free to contact [Contact Person's Name] at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]