

Investigation Outcome Letter

Date: [Insert Date]

To: [Volunteer Name]

[Volunteer Address]

Dear [Volunteer Name],

We appreciate your commitment and effort as a volunteer with [Organization Name]. However, we are writing to inform you about the outcome of the recent investigation concerning allegations of professional misconduct.

After a thorough review of the situation and consideration of all evidence, we have determined that:

- The allegations made against you were found to be [substantiated/unsubstantiated].
- [Briefly summarize the key findings of the investigation.]

As a result of these findings, the following actions will be taken:

- [Detail any actions such as suspension, termination, or formal warning as applicable.]
- [Include any offer for a meeting or further discussion if appropriate.]

We encourage you to reflect on this situation and consider how such incidents can be prevented in the future. If you have any questions or would like to discuss this further, please feel free to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]