

Investigation Outcome Letter

Date: [Insert date]

To: [Employee Name]

Department: [Department Name]

Dear [Employee Name],

We are writing to inform you of the outcomes of the investigation conducted regarding the alleged breach of the Code of Conduct that involved you on [insert date of incident].

After a thorough review of the relevant evidence and interviews with involved parties, we have determined that:

- Findings of Fact: [Summarize key findings]
- Conclusion: [Provide a brief conclusion based on findings]
- Recommended Actions: [Outline any disciplinary actions or recommendations]

It is important to understand that the integrity of our workplace is of utmost importance, and adherence to the Code of Conduct is essential for maintaining a positive work environment.

If you have any questions or would like to discuss this matter further, please feel free to contact me directly.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]