

Supportive Measures Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Supportive Measures Following Code of Conduct Violation

Dear [Recipient's Name],

This letter serves to inform you of the supportive measures that have been put in place following the recent findings regarding violations of the code of conduct.

As part of our commitment to maintaining a safe and respectful environment, the following measures are being implemented:

- **Regular Check-Ins:** You will have scheduled meetings with [Support Person's Name] to discuss your well-being and any concerns you may have.
- **Access to Counseling Services:** You are encouraged to use our counseling services, available to you at no cost.
- **Adjustments to Workspace:** Temporary changes to your work environment will be made to ensure your comfort while this matter is addressed.
- **Protection from Retaliation:** You are assured that you will not face any retaliation for reporting the incident or participating in the investigation.

These measures are intended to support you during this time. If you have any questions or require further assistance, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]