

Whistleblower Investigative Process Notification

Date: [Insert Date]

To: [Whistleblower's Name]

From: [Your Organization's Name]

Subject: Acknowledgment of Whistleblower Report

Dear [Whistleblower's Name],

We acknowledge the receipt of your whistleblower report dated [Insert Report Date] regarding [brief description of the issue]. We appreciate your commitment to maintaining integrity within our organization.

As part of our investigative process, we want to assure you that your report will be reviewed thoroughly and with the utmost confidentiality. Our investigative team will be examining the information provided to determine the appropriate course of action.

Please note the following key points regarding the investigative process:

- Confidentiality: Your identity will be protected to the fullest extent possible.
- Investigation Timeline: The investigation will be conducted in a timely manner, with updates provided to you as appropriate.
- Non-Retaliation: We will ensure that no adverse actions are taken against you for your report.

If you have additional information or wish to discuss your report further, please do not hesitate to contact [Contact Person] at [Contact Email/Phone Number].

Thank you again for your vigilance and dedication to fostering a transparent work environment.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]