

Whistleblower Rights and Responsibilities

Date: _____

To: [Whistleblower Name]

Dear [Whistleblower Name],

Thank you for your willingness to report concerns regarding [Company/Organization Name]. This letter outlines your rights and responsibilities as a whistleblower.

Your Rights:

- You have the right to report any misconduct without fear of retaliation.
- Your identity may be kept confidential, if you choose.
- You have the right to seek legal counsel regarding your whistleblower status.

Your Responsibilities:

- You must provide truthful and accurate information regarding your report.
- You should refrain from discussing your whistleblower activity with others to maintain confidentiality.
- You are responsible for following up as necessary with the appropriate authorities.

If you have any questions regarding your rights and responsibilities, please do not hesitate to contact [Contact Person/Department] at [Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]