**MODEL LETTER CONFIRMING OUTCOME OF INFORMAL STAGE**

**(FOR USE ONLY WHEN A MANAGER HAS HAD INVOLVEMENT IN THE**

**CASE) – ACCUSED EMPLOYEE**

**PERSONAL**

Dear

INFORMAL COMPLAINT: MANAGING BULLYING AND HARASSMENT

I write to confirm the outcome to the complaint(s) made against you by <name> under the informal stage of the above procedure. The nature of the complaint(s) is/are as follows:

**Enter summary of the complaint(s)**

**My Role**

It was my role to try to help <name> and you to discuss the matter(s) raised and to try to find a satisfactory outcome. I undertook this role at <name’s> request as they did not wish to raise the matter(s) directly with you.

I met with <name> on <date> so that I could be given details of their complaint(s) including the behaviour that was causing distress and I then met with you on <date> to discuss the complaint(s).

**Outcome**

We met with <name> on <date> to attempt to reach a satisfactory resolution. At the meeting you responded to <name’s> complaint(s) as follows.

Insert summary of response to each complaint.

Following these discussions <name>:

Delete as applicable

confirmed that they were satisfied that the matter has been resolved at the informal stage with the resolution agreed being:

Insert details of agreed resolution

Or

advised that they were not satisfied that the matter has been resolved at the informal stage because:

Insert details of any proposed resolutions discussed and why it was not

possible to reach agreement

<name> therefore has the option to raise the complaint(s) through the formal

stage of the procedure.

I trust this reflects your understanding of the actions taken and outcome of the

informal part of the procedure.

Yours sincerely