***Appendix 4*: Model Letter to Individual from Manager receiving the Complaint**

**Date:**

**PERSONAL**

Dear

**REPORTING OF CONCERN UNDER WHISTLEBLOWING PROCEDURE**

***If written concern from worker:***

I write to acknowledge receipt of your letter dated xx/xx/xx in accordance with the above procedure, and advise that the concern as outlined by yourself has been formally registered.  
  
***Or if verbal concern from worker:***

I refer to our meeting of xx/xx/xx where you outlined a concern in accordance with the above procedure, and advise you that the concern has been formally registered.

**Option 1 Initial determination by manager - possible Whistleblowing**

I have passed the concern to the Monitoring Officer (or appointed representative) who will determine whether the concern qualifies for protection under the Whisteblowing policy. They will then write to you confirming whether your concern qualifies or not.

You will then be further notified, of the Monitoring Officer’s determination of your concern and how the matter will be progressed, or otherwise.

**Option 2 Initial determination not Whistleblowing**

I have decided after careful consideration that your concern does not fall within the Whistleblowing policy and instead should be managed through another more appropriate means through the ***(Managing Discipline policy / Managing Grievances policy / Managing Bullying and Harassment policy) delete as appropriate.*** As such you will be contacted shortly so that your concern can be taken forward.

Yours sincerely

Name of manager receiving complaint