**MODEL LETTER – OUTCOME OF INVESTIGATION – ACCUSED EMPLOYEE – CASE TO ANSWER**

**PERSONAL**

Dear

**OUTCOME OF INVESTIGATION: MANAGING BULLYING AND HARASSMENT**

I refer to the investigation into the complaint(s) made against you by **<name of complainant>** under the formal stage of the above procedure. I write toinform you of the outcome of my investigation.

The complaint**(s) was/were:**

**Insert details of the complaint(s)**

I carefully considered the evidence gathered from the investigation and have concluded that there is sufficient evidence of a case to answer. A summary of my reasons for arriving at this conclusion are as follows:

**<insert reasons>**

**Delete as appropriate:**

1. **Informal Action**

Although I have concluded there is a case to answer I have regarded this matter as **relatively minor in nature\* and/or was due to a lack of** **understanding of the expected standards\* and/or possible impact of** **behaviour on others (delete as appropriate or insert other reason).**

Therefore the matter will be passed to management for appropriate informal action. **(insert details of recommended counselling or training if**

**appropriate)**

**Or**

The matter will, therefore, proceed to a disciplinary hearing under the Managing Discipline procedure. You will be written to separately to inform you of the date, time and location of the hearing. You will also be issued with a copy of the investigation report which gives full details of the reasons for arriving at my decision.

I trust this explains to you the outcome of the investigation.

Yours sincerely

**<name>**

**Investigating Officer**