**MODEL LETTER – OUTCOME OF INVESTIGATION – ACCUSED EMPLOYEE - NO 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 was **</no evidence\*/insufficient evidence\* (\*delete as** **appropriate)** to uphold the complaint(s).

My findings, conclusion, reason for the conclusion and decision are set out in the attached executive summary.

The matter will not, therefore, proceed any further. You should be aware, however, that the complainant has the right of appeal against this decision therefore further correspondence will be forthcoming to inform you of whether this right has been exercised or not.

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

Yours sincerely

**<name>**

**Investigating Officer**

Enc: executive summary