**MODEL LETTER – OUTCOME OF INVESTIGATION – COMPLAINANT**

**PERSONAL**

Dear

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

I refer to the investigation into the complaint(s) you raised against **<name of accused employee>** under the formal stage of the above procedure. I writeto inform you of the outcome of my investigation.

I carefully considered the evidence gathered from the investigation and have concluded that there is **sufficient evidence\*/no evidence\*/insufficient** **evidence\*** (delete as appropriate) of a case to answer**.**

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

1. **If a case to answer is found**

Appropriate action will now be taken to address the matter.

1. **If no case to answer is found insert the following paragraph**

The matter will not, therefore, proceed any further. I trust this explains the outcome of my investigation. Whilst I hope that you will understand and accept my reasons for arriving at this decision, you have the opportunity to

appeal against my decision if you wish.

To register your appeal you must put your appeal in writing to **<insert name of Director>**. You must:

* Set out the grounds for appeal within this letter (it is not sufficient to simply state that you wish to appeal). An appeal can be made on one or more of the following grounds:
* That it was unreasonable for the investigating officer to have reached their conclusion on the basis of the evidence and information obtained.
* That the investigation was fundamentally flawed.
* That the procedure was not followed and this has adversely affected the outcome of the complaint
* Submit this letter **within 10 working days** of receiving this letter
* Demonstrate the grounds of which you consider the decision to be unreasonable

Any appeal will be heard by the Director who, in turn, can nominate a Head of

Service, provided they have had no prior involvement in the case.

The appeal hearing will normally be held within 10 working days of receipt of your written notice of appeal.

Yours sincerely

**<name>**

**Investigating Officer**