

Notice of Investigation Outcome

Date:

To:

Department:

Subject: Notice of Investigation Outcome

Dear ,

This letter is to inform you of the outcome of the investigation that was conducted regarding the matter reported on .

After a thorough review of all evidence and interviews, it was determined that:

Based on these findings, the following actions will be taken:

If you have any questions regarding this outcome or require further clarification, please contact at .

Sincerely,