

Sample Memorandum To Complainant After Investigation

PERSONAL AND CONFIDENTIAL MEMORANDUM

TO:
FROM:
DATE:
RE:

Dear [*Complainant*]:

I am reporting to you on our investigation of the allegations you raised in your complaint on [*date complaint was filed*] about bullying in the workplace. Our investigation was conducted by an impartial outside investigator and included a review of various documents and written statements from you and from <RESPONDENT NAME>. The investigator also interviewed both you and the employee about whom you complained. We have kept the results of investigation impartial and objective.

The findings from the investigation are summarized below:

1. The allegation of inappropriate workplace bullying by <RESPONDENT NAME> is not substantiated.
2. While no such allegations were made, the investigation also did not uncover any underlying discrimination or workplace harassment that may have been inferred in the allegation of bullying conduct.
3. There is significant professional and interpersonal conflict between you and <RESPONDENT NAME>, which negatively impacts not only your working relationship, but which also affects other employees at <COMPANY NAME>. Additionally, this conflict also appears to impact the Board of Directors, and its relationship with staff at the Agency.

Accordingly, based upon the facts revealed during the investigation we cannot confirm that any violation of <COMPANY NAME>' discrimination, harassment, or bullying policies has occurred. We want to emphasize that our discrimination, anti-harassment and other policies remains in place and that we are taking steps to ensure that the employee about whom you complained achieves a clear understanding of this policy.

Thank you again for bringing your concerns to our attention. Please let me know if any additional incidents occur that you believe are inconsistent with our discrimination, harassment, or bullying policy. If additional incidents occur that you believe are inconsistent with <COMPANY NAME>'s policy, please let me know immediately so that we can investigate your concerns in a prompt and thorough manner.

I want to reiterate that <COMPANY NAME> is committed to protecting you from any retaliation as a result of your report and our investigation. We have informed the people in question that any retaliation is absolutely forbidden. Please call me if you feel that you are being subjected to retaliation in any form.

To protect the privacy of everyone involved, we have taken steps to handle this matter in confidence. We expect you to treat the information contained in this letter in the same manner.

We hope you are satisfied with the promptness and effectiveness of our response to your complaints. We would appreciate hearing from you about any way in which we can improve our procedures.

Very truly yours,

Sample Memorandum to Respondent After Investigation

PERSONAL AND CONFIDENTIAL MEMORANDUM

TO:
FROM:
DATE:
RE:

I am reporting to you on our investigation of the allegations raised about your workplace conduct concerning bullying in the workplace. Our investigation was conducted by an impartial outside investigator and included a review of various documents and written statements from you and from <COMPLAINANT NAME>. The investigator also interviewed both you and <COMPLAINANT NAME>, who made the initial complaint about your conduct. We have kept the results of investigation impartial and objective.

The findings from the investigation are summarized below:

1. The allegation of inappropriate workplace bullying by you against <COMPLAINANT NAME> is not substantiated.
2. While no such allegations were made, the investigation also did not uncover any underlying discrimination or workplace harassment that may have been inferred in the allegation of bullying conduct on your part.
3. There is significant professional and interpersonal conflict between you and <COMPLAINANT NAME>, which negatively impacts not only your professional working relationship, but which also affects other employees at <COMPANY NAME>. Additionally, this conflict also appears to impact the Board of Directors, and its relationship with you and other staff at the Agency.

Accordingly, based upon the facts revealed during the investigation we cannot confirm that any violation of <COMPANY NAME>' discrimination, harassment, or bullying policies has occurred. We want to emphasize that our discrimination, anti-harassment and other policies remains in place and that you are expected to comply with these policies.

Particularly because of your position with <COMPANY NAME>, it is more important than ever that your conduct be consistent with company standards, because in the event of further allegations the allegations already made may be taken into account in making a determination. Please continue to bear in mind that any violation of <COMPANY NAME>'s policy against discrimination, harassment, or bullying will result in disciplinary action up to and including possible termination of your employment.

We are taking this opportunity to thank you for your cooperation in our investigation, and to remind you that <COMPANY NAME> forbids retaliation against anyone making a good-faith report of workplace discrimination, harassment, or bullying even if the report proves to be without merit.

To protect the privacy of everyone involved, we have taken steps to handle this matter in confidence. We expect you to treat the information contained in this letter in the same manner.

We hope you are satisfied with the promptness and effectiveness of our response to your complaints. We would appreciate hearing from you about any way in which we can improve our procedures.

Very truly yours,