

Letter to Complainant

Dear Mr. Complainant:

As you are aware, in response to the complaint that you filed against Mr. Jones, I tasked Regina Ryan with conducting an investigation. This investigation was commenced because I consider any complaint of misconduct by or against any Town employee to be extremely serious and deserving of a thorough investigation and an appropriate response.

This correspondence is intended to notify you that the Town's investigation into your allegations has been concluded. I have reviewed an investigation report completed by Ms. Ryan. The report incorporates information obtained from multiple documents and witnesses, including you and witnesses identified by you. This investigation report reflects a detailed and thorough review of the allegations contained in your complaint.

Given the personnel privacy interests of parties identified by the investigation report and the Town's stated interest in preserving the confidentiality of the investigation process, I cannot provide you with a copy of the investigation report. While the findings of the investigation cannot be shared with you, it should be noted that the Town strictly enforces a policy on non-retaliation, and I am confident that the Town will continue to insist that all Town employees meet all Town standards and expectations for appropriate workplace conduct.

On behalf of the Town, I thank you for your role in the complaint and investigation process. Also, I strongly encourage you to continue to address any future concerns or problems with the Human Resources Director.

Very truly yours,

Letter to Respondent

Dear Mr. Respondent:

As you are aware, a complaint has been made against you and the Town conducted an investigation of the claim. I consider any complaint of misconduct by or against a Town employee to be extremely serious and deserving of a thorough investigation and an appropriate response. This correspondence is intended to notify you that the investigation into the allegations against you has been concluded. The allegations against you were not sustained. [If sustained you can include the violations and discipline or you can say that the Town will notify you of the corrective action it intends to take in a separate communication]

If you have any questions or concerns regarding this matter, please contact me directly.