

**Letter to the Complainant**

Dear Ms. Complainant,

This letter is to inform you that an allegation has been made against you by Kate Smith. The Town has assigned me to investigate the complaint. I request that you attend an interview with me on Thursday, December 18, 2023, at 1:00AM. Please meet me at Town Hall room 3030.

This matter is highly confidential and, for the purpose of protecting the privacy interests of all involved parties and to ensure the integrity of the investigation, you are requested to refrain from discussing this matter with any third party except your Union representatives or counsel.

Also, you are reminded of the Town's policy that it will not tolerate retaliation against anyone who participates in the investigation.

If you have any questions about this policy or the investigation, please contact me directly at 781-335-0820.

**Letter to the Respondent**

Dear Ms. Respondent,

This letter is to inform you that an allegation has been made against you by Kate Smith. The Town has assigned me to investigate the complaint. I request that you attend an interview with me on Thursday, December 18, 2023, at 1:00AM. Please meet me at Town Hall room 3030.

This matter is highly confidential and, for the purpose of protecting the privacy interests of all involved parties and to ensure the integrity of the investigation, you are requested to refrain from discussing this matter with any third party except your Union representatives or counsel.

Also, you are reminded of the Town's policy that it will not tolerate retaliation against anyone who participates in the investigation.

If you have any questions about this policy or the investigation, please contact me directly at 781-335-0820.

**Letter to Witnesses**

Dear Mr. Witness,

This letter is to inform you that you have been identified as an individual who may have pertinent information relative to an investigation being conducted by the Town of X in response to an employee complaint. Please note that you are not the subject of the complaint and/or the investigation.

The Town has tasked me with investigating the complaint. I am requesting that you attend an interview with her on Thursday, December 18, 2023, at 10:00AM. Please meet me at Town Hall room 220.

This matter is highly confidential and, for the purpose of protecting the privacy interests of all involved parties and to ensure the integrity of the investigation, you are encouraged to refrain from discussing this matter with any third party except your Union representatives or counsel.

Finally, I do take this opportunity to remind you that the Town strictly enforces a policy of non-retaliation by or against any party involved in any way with the complaint and investigation process. Any such unlawful conduct must be reported immediately to me.

If you have any questions, please contact me directly.

Thank you.