**You will need to ensure you REMOVE any paragraphs, wording or highlighted sections that aren’t relevant. If you need help on how to use the template letter please refer to the How to complete a Template Letter document on People First.**

Letterhead Details]

**Strictly Private & Confidential**

***Addressee (full Name)***

***Address 1***

***Address 2***

***Address 3***

***Address 4***

***Address 5***

***Ref: [Sender’s Initials]/[Employee’s Initials]/[Case Number]***

***[Date]***

***Dear [Employee Title, Employee Surname],***

**Re. Formal Dignity at Work Investigation – Outcome**

I am writing to confirm the outcome of the investigation into the concerns you raised on ***[Date]***.

The investigation was carried out by me and was supported by ***[Name and job title]***. The investigation was carried out meeting under the Dignity at Work policy.

The investigation considered the Dignity at Work concerns you raised, which were:

***[Detail the concerns raised:***

You provided the following details;

* ***[Summarise the most important points of the concerns put forward by the employee, include what actions they advised they attempted to try and resolve the issues informally, summary of evidence provided]***

The investigators considered the information provided as well as that submitted by ***[management/individuals]***, conducted investigatory interviews and sought additional evidence where appropriate in progressing to the findings and conclusions outlined below.

I have considered all the information provided in relation to your Dignity at Work concerns. In making the decision, consideration was given to the following;

***[summarise details of the facts that were given, weight in the decision making process. Acknowledge any conflicting evidence or mitigation. Include anything else significant you considered to help you make your decision]***

I can inform you that, after careful consideration, my decision is to;

**[*provide details of decision Uphold / partly uphold / not to uphold your Dignity at Work complaint] \*\*\****

***[Give a sentence to explain the reason]***

***[Separate into various complaints raised if more than one aspect and they are not all either upheld or not upheld]***

\*In conducting this investigation, I have identified some areas where improvement or clarification could support / prevent ***[give details of the purpose of recommendations]***.

I am therefore making the following actions / recommendations:

***[Provide details of any further actions recommended by the panel e.g. training/mentoring/compliance/process review etc] \****

1. ***Recommendation(s) (plus named owner)***

I shall advise your manager of these recommendations and ask they work with you and others as appropriate to progress these through their implementation.  I will ask your manager to keep me updated on their progress and provide rationale for any unreasonable delays or circumstances where they are not progressed.

Should you feel the process of investigation and its application has been unfairly carried out, you have a right of appeal. You may not however appeal against the severity or leniency of any disciplinary action taken against other parties, as this is confidential. Any appeal must be in writing within 7 calendar days of the date of this letter. Your appeal letter should be addressed to ***[next level of management, i.e. a manager more senior than the investigating officer & provide email details of this manager]***. Within 21 calendar days from the date of the outcome letter, you will be required to provide *full details of your grounds for appeal*, making clear what resolution you are seeking. This will then be provided to the chair of the grievance panel for them to prepare their response to your grounds of appeal, which will be provided to you a minimum of 7 calendar days before the appeal.

*All details of this process under the Dignity at Work policy should remain confidential and discussed only between those parties directly involved in the process. Contents of correspondence and case details should not be disclosed to other parties with the exception of your trade union representative. This requirement for confidentiality applies verbally, electronically, to use of social media and sharing hard copy content.*

Yours sincerely,

***[Name]***

***[Job Title]***

***[cc:] [relevant details]***

***[Encl.] [relevant details]***