***Note*: You will need to ensure you REMOVE non relevant any paragraphs, wording or highlighted sections. Refer to the ‘How to complete a Template Letter’ document on People First for help using the templates.**

**[Letterhead Details]**

**Strictly Private & Confidential**

Addressee

Address 1

Address 2

Address 3

Address 4

Address 5

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

***[Date]***

Dear ***[Employee Title, Employee Name],***

**Re: Joint panel outcome**

The details of your complaint, the initial findings and all of the interventions that have taken place to date, were discussed with ***[insert names and job titles/capacity of the joint panel members].***

They concluded that**(\*delete as appropriate) \*** your case has been referred back to local management and HR to continue to seek an informal resolution**.**

***[Provide details of recommendations and next steps]***

***OR***

***\**** I can confirm that ***[name and job title***] has been appointed as investigating manager for your case, supported by ***[name and job title].***

All of the details of your case will be passed on to them to conduct a formal investigation.

***[Name]*** will be in touch with you shortly, to arrange to meet with you, so they can understand the details of your concerns, and whether they will need to interview any potential witnesses, as required.

Should you have any questions or have any immediate concerns, please do not hesitate to contact me on **[*phone number and e mail address].***

*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:] (HR Consultant supporting the case)***

***[Encl.]***