***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: Resolution - Confirmation**

Following the issue that you raised with me on ***[date],*** I can confirm that this has been resolved informally between you both.

**\*delete as appropriate** \* as part of the informal discussions it was agreed that you will ***[insert details of any actions that the complainant may need to follow or take]*** to prevent this situation from happening again

AND/OR

\*as part of the informal discussions, it was agreed that ***[insert name of employee who caused you to complain]*** ***[insert details of any actions they need to follow or take]*** to prevent this situation from happening again.

Should there be a repeat of this or similar behaviour, it is your responsibility to raise this matter with me as soon as possible, so that early intervention can be made as appropriate.

Should you have any questions in relation to the above, please do not hesitate to contact me.

*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.]***