

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notice of Final Investigation Resolution

Dear [Recipient Name],

This letter is to formally notify you that the investigation regarding [Brief Description of Incident/Complaint], which began on [Start Date], has been concluded.

The investigation involved a thorough review of available evidence, including [List evidence: e.g., witness statements, electronic records, physical documentation]. Based on the findings, the following determination has been made:

[Insert Findings: e.g., The allegations were substantiated / The allegations were not substantiated / Inconclusive].

As a result of these findings, the following actions will be taken: [List actions or state "No further action is required at this time"].

Please be advised that [Company/Organization Name] maintains a strict policy against retaliation. If you feel you are experiencing any form of retaliation as a result of this investigation, please report it immediately to [Department/Contact Name].

If you have any questions regarding this resolution, you may contact [Contact Name] at [Phone Number/Email].

Sincerely,

[Your Name]

[Your Title]

[Company Name]