**STRICTLY PRIVATE & CONFIDENTIAL**

Dear <Title/Surname>,

Thank you for attending the meeting on [Day Month Year] during which we discussed the findings of the investigation into <First Name Surname’s> complaint. I am writing to confirm our discussion.

At the meeting I was <supported by [Name of HR representative] OR Investigating Manager, / not supported>. At the meeting you <were represented / accompanied by > <were not represented or accompanied and you were happy to proceed on that basis>.

During the meeting we discussed:

< insert summary of discussion>

I confirm that the outcome is that the allegation is upheld, and that your behaviour was considered inappropriate. It was concluded that the evidence justifies learning outcomes which may fall within the [NHSScotland Capability Policy](https://workforce.nhs.scot/policies/capability-policy-overview/). As a result of these findings, I propose to take the following action:

<insert summary of actions to be taken>

If you would like a copy of the investigation report, please let me know.

OR

I confirm that the outcome is that the allegation is upheld, and that your behaviour was considered inappropriate. It was concluded that the evidence justifies referral to a formal hearing under the NHSScotland Conduct policy. The Chair of the hearing will be in touch to advise of the arrangements for this in the near future.

### As advised at the feedback meeting if you are dissatisfied with the investigation you can request a review of the process followed but not the outcome of the investigation. The request should be made in writing within 14 calendar days of receipt of this letter and should be sent to myself. This should include your reasons as to why you feel the process was not followed correctly.

In line with the NHSScotland Bullying and Harassment Policy, you will be aware that there is an expectation that people will continue to work together wherever possible. I appreciate that you may find this difficult however I will provide you with appropriate support to enable this to happen.

I appreciate that involvement in any process as part of a workforce policy can be difficult for all concerned. Recognising this, a range of support is available, in addition to that provided by myself. For details on how to access these services, please speak with me, check the intranet, or ask a trade union representative.

In the meantime, please do not hesitate to contact me should you require any further information or support.

Yours sincerely

**<**Manager’s name>

<Manager’s job title>

Cc: Investigating Manager

 Human Resources Representative(investigation)

Trade Union Representative