**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 not upheld, and that your behaviour was not considered inappropriate. On that basis no further action will be taken. I hope that the feedback meeting provided you with enough information to explain this finding. If you would like a copy of the investigation report, please let me know.

Whilst the allegation against you has not been upheld I hope that you will appreciate that <first name surname> was following the recognised process under our Bullying and Harassment policy and therefore they were not acting unreasonably in raising a concern they believed was justified.

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.

### As advised at the feedback meeting if you are dissatisfied with the investigation process you can request a review of the process followed, 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.

Yours sincerely

**<Manager’s name>**

**<Manager’s job title**

CC: Investigating Manager

 Human Resources Representative(investigation)

Trade Union Representative