**Department Name**



**Directorate**

**Address 1**

**Address 2**

**Address 3**

**Post Code**

# PRIVATE & CONFIDENTIAL

|  |  |
| --- | --- |
| NAMEADDRESS1ADDRESS2ADDRESS3POST CODE | Date: DATERef No: Direct Line: NumberEmail:Contact: NAME |

Dear [Insert Name Of Complainant Or Respondent],

## Dignity at Work: Outcome Meeting

Thank you for attending the meeting on . As you are aware the purpose of this meeting was to discuss the outcome of the joint investigation panel’s (JIP) report. [Insert Name Of Hr Representative Supporting Commissioning Manager] was also present at the meeting. You chose to attend the meeting by [Insert Name Of Representative And Organisation Associated With].

At the meeting I confirmed .

I confirmed that there is: (delete as applicable)

* no evidence of bullying found; no interventions recommended

**OR**

* no evidence of bullying found, however the matter requires consideration for a suitable development intervention such as training, mentoring or coaching;

**OR**

* evidence supports allegation of bullying and [As applicable:] .

In the meantime, if you have any queries please do not hesitate to contact me on .

Yours sincerely,

**[Insert Commisioning Manager's Job Title]**