Optional Template for use when EEO Informal Investigation does not Substantiate Allegations

Dear [name]

This letter is to inform you of the results of the inquiry conducted into your EEO Informal Complaint, filed on [date].

The [agency] strives to take care of our employees and address situations as they arise. Because the facts you presented involved a potential violation of [federal and state law], we promptly initiated an investigation into your allegations. As an equal opportunity employer, we take concerns of this nature very seriously. Specifically, you alleged [provide summary of allegations].

A thorough investigation was conducted of your complaints. [Optional The investigation consisted of [provide summary of steps taken, i.e. interviewed x number of people, reviewed documents, reviewed e-mails, reviewed data etc]]. The review did not substantiate your allegations of [specify allegations].

[Agency may wish to include specific findings of the investigation]

[Provide offered resolutions, if any]

Again, we want to thank you for raising your concerns and allowing us the opportunity to investigate. If you are not satisfied by the conclusion of the investigation [and the resolution offered], you may file a grievance with [name and title], within 15 calendar days of receipt of this letter. [The Step 1 Grievance form is attached/The Step 1 Grievance form is located xxxxxxx.] This form may be submitted [via e-mail, in person, mail, etc]. As a reminder, retaliation for filing complaint or grievance is prohibited so please report any behavior believed to be retaliatory immediately. We value your commitment and contributions to the [agency] and hope to continue a mutually beneficial relationship.

Sincerely,

Name

Title

CC:

Attachments:

Recommend send via e-mail, certified mail, and regular mail.

Attach Step 1 grievance form