

Appendix 5

Draft letter to employee from Manager/Senior Manager or Designated Officer

Dear

Reporting of concern under Whistleblowing Procedure

I write to acknowledge receipt of your form CRF1 dated *(insert date)* in accordance with the above procedure.

Or (if verbal concern from employee);

I refer to our meeting of *(insert date)* where you outlined a concern in accordance with the above procedure, and advise you that the concern has been formally registered.

I have passed the concern to the Director of Law, HR and Asset Management, the Council's Monitoring Officer, on *(insert date)* to consider how this concern should be taken forward.

The Monitoring Officer will write to you to confirm who will be responsible for dealing with the concerns you have raised and how the matter will be progressed.

Yours sincerely

Name of manager receiving complaint