

Draft letter to Employee (Whistleblower) confirming outcome of concerns

A meeting with person who has raised concerns may take place to advise them of the outcome. In this case, the letter should be confirmation of what was discussed at that meeting.

Dear

Outcome of Investigation into concerns raised under Council's Whistleblowing Policy

I refer to the concerns you raised under the Council's Whistleblowing Policy on *(insert date)*

I am writing to confirm the outcome of the management investigation that took place.

Conclusions of the Investigation

The principal conclusions of the investigation were as follows:

- *Either the full findings of the investigation report or a summary of the findings may be listed here.*
- *If the concern was unfounded, this needs to be made clear with reasons.*

As a result of this investigation, the following action has been taken:

- *Describe changes (if any) in operational practice*
- *(Where relevant) The (employee in question) has been formally counselled about their role in this matter, and the situation will be closely monitored to ensure no reoccurrence in the future*
- *(Where relevant) the (employee in question) has been dealt with under the Disciplinary/Capability Policy and:*

Finally, I would like to thank you again for bringing this matter to our attention.

I trust you feel that it has been dealt with satisfactorily. If you are dissatisfied with the outcome of the investigation or the process that has been followed, you do have the right to take this further through the internal process which is..... or, by contacting one of the regulatory bodies set out in Appendix B of

the Whistleblowing policy. You may also seek advice from Public Concern at Work who can be contacted on 020 3117 2520

If applicable - Should you wish we can arrange a meeting to discuss the contents of this letter, please contact me on (*insert details*)

Yours sincerely

Designated Officer/Director of Law, HR and Asset Management