Opening Letter to Subject

Date

Subject Name

Dear ,

As we discussed on [date], it has been alleged that you engaged in conduct that is inconsistent with state/agency [policy]. We are responsible for fully, fairly, timely and reasonably investigating these allegations. We will consider all facts and will speak to all available witnesses who have information related to the investigation. We may need to disclose certain information, including details and nature of the complaint to those with legitimate business need to know and in order to conduct a full investigation. Confidentiality will be kept to the extent possible.

I ask that you not engage in workplace discussions during paid state time that could create a conflict of interest in the investigation, lead to destruction of evidence, or impair the recollection of any potential witnesses. Please be prepared to provide us with all of the information or documentation you believe may help us in conducting the investigation.

Please feel free to contact me directly during the investigation process should you wish to talk or should you have further information to give me.

Federal and state law, as well as state policy, protects individuals from being retaliated against because of their involvement in an investigative process. It is imperative that you refrain from any activity that may appear to be retaliation against anyone participating in this investigation. Failure to abide by this may result in disciplinary action up to and including dismissal.

Please feel free to contact me directly at [phone/e-mail] if you have any concerns or questions.

Sincerely,