

## SAMPLE LETTER TO RESPONDENT

Date

Mr. X.

Via email: [email address](#)

Dear Mr. X.

### ***Re: Workplace Investigation – the Complaint of Ms. Y***

I have been retained by ABC Company (“the Company”) as an independent workplace investigator to investigate allegations of sexual harassment that have been made by Ms. Y against you.

The mandate for the investigation will be to investigate the allegations made by Ms. Y. In addition, I have been asked to make findings of fact and to determine if the allegations are true and if the behaviour related to these allegations violated the Company’s *Sexual Harassment Policy*.

The following are the allegations made against you by Ms. Y:

1. On November 7, 2022, Ms. Y alleges that, while on break in the lunchroom at approximately 10 AM, you approached her from behind and touched the small of her back with your hand and whispered, “do you want to slip into the boardroom for a minute...I have a key”. Ms. Y claims to have told you “no” and to stop talking to her that way.
2. On December 1, 2022, Ms. Y alleges that you called her in her office just after lunch and asked her to go for a drink after work. In response, Ms. Y said she explained to you that she was seeing somebody and that you said, “so what?”.
3. On December 21, 2022, at the Company’s Christmas party, Ms. Y alleges that you told her that she looked nice and said that you would “do anything to wake up at her place in the morning”. According to Ms. Y, she told you that it would “never happen” and then left.

I would like to schedule an interview with you on INSERT DATE to provide you with an opportunity to explain your version of events related to the above-noted allegations. It is important to note that I have not made any decisions related to this matter and I will not make any decisions until the investigation is complete.

Please take to the interview any relevant notes and/or documents that you feel may be relevant to this matter. In addition, should you feel that there are other individuals that I should be speaking to who may have relevant information to provide, please provide me with a list of those individuals in advance of our interview.

Should you want to provide a written response to the allegations made against you, please provide them to me prior to our interview at the following email address: INSERT EMAIL ADDRESS.

To maintain confidentiality and to support the integrity of this process, I ask that you keep the matters involved in this investigation confidential. I will ask all others associated with this investigation to do the same.

At the interview, you will be permitted to have a support person attend with you. Importantly, should you have a support person with you, they will be bound by the same requirement of confidentiality as you (noted above). I will leave it to you to arrange for your support person to attend the interview with you.

Any employee who files a complaint is protected from retaliation or reprisals. This includes protection against any threats of any kind.

Should you have any questions about this process please contact me INSERT CONTACT INFORMATION.

Sincerely,

Independent Workplace Investigator