

(SAMPLE LETTER 4)

(DATE)

(NAME OF EMPLOYEE)

(ADDRESS)

Dear _____:

~~The purpose of his letter is to inform you that based on the results of my preliminary investigation into allegations brought against you by a student, I am forwarding this matter to the district office. Appropriate personnel will contact you about further investigation procedures. On _____ (date), I informed you that an allegation of assault was brought against you by a (student or employee). Based on the results of my preliminary investigation, I am forwarding this matter to the Office of Human Resource Services. The appropriate personnel in Human Resources will contact you regarding the district's investigation procedures.~~

Sincerely,

(Principal's name)

cc: ~~(Superintendent)~~
(HR director's name)
(District's legal counsel)