

**(SAMPLE LETTER 5)**

**(DATE)**

**(NAME OF EMPLOYEE)**  
**(ADDRESS)**

Dear \_\_\_\_\_:

The purpose of this letter is to inform you of an investigation into a reported incident involving you and \_\_\_\_\_ (student's or employee's name). A copy of the report is included for your information (*OPTIONAL - depends on nature of incident*).

The district is not initiating any criminal charges against you at this time. However, parents/legal guardians retain the right to do so, separate and apart from Richland One.

You are not being required to retain an attorney. However, to be represented by legal counsel is a determination that you must make. In the event that you are charged with an offense, the district will make a determination of acts of good faith or omission. *{Note: Attorneys to work on language here}*

The investigation will be concluded as soon as possible. Until further notice, you are expected to fulfill all duties normally assigned to you.

If you have any concern, please do not hesitate to contact \_\_\_\_\_ (appropriate person and telephone number).

Sincerely,

~~(HR director's employee relations coordinator's name)~~  
(Title)

cc: ~~(Superintendent)~~  
~~(Director's legal counsel)~~  
(Personnel file)