

**FILE: GBEB-E(9)**

**(SAMPLE LETTER 8)**

**(DATE)**

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

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

An internal investigation has been concluded into a reported incident involving you and \_\_\_\_\_ (student's name). Based on the information as a result of the investigation, we find no criminal intent or violation of district policy/procedure.

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

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This letter is not being placed in ~~the district's~~ your personnel file at this time. However, future instances may result in this and other documentation being added to your personnel file.

Sincerely,

~~(HR director's name~~Chief's name)  
(Title)

cc: ~~(Superintendent)~~  
(District's legal counsel)

**RICHLAND COUNTY SCHOOL DISTRICT ONE**