

Template for Letter to Accompany **Faculty and Staff** Title IX
Sexual Harassment, Sexual Misconduct Interpersonal Violence Investigative Report
Date

Name of Complaint v. Name of Respondent

EOP Case Number: _____

Dear _____:

This letter is written to provide you the investigative report in the above-referenced case which summarizes the relevant evidence obtained during the investigation of this case.

As you are aware, earlier you (and your advisor, if you have an advisor) were provided an opportunity to inspect and review the relevant evidence obtained during the investigation that is directly related to the allegations raised in the formal complaint. Additionally, you (and your advisor, if you have an advisor) were provided ten (10) calendar days to submit a written response to the evidence. Any written response you (and/or your advisor) provided was considered prior to completion of the attached investigative report.

A copy of this investigative report is being provided to you (and your advisor, if you have an advisor), the other party (and the other party's advisor, if the other party has an advisor), to the hearing officer and to university officials who have a need to know.

You are advised that a hearing to determine responsibility in this matter may not be held any sooner than ten (10) calendar days after your receipt of this investigative report. You are also advised that an informal resolution of this matter is available to the parties any time before the issuance of a decision determining responsibility, providing both parties agree in writing to participate in an informal resolution. If you desire to participate in an informal resolution of this case, please contact the EOP investigator whose name, telephone number and email address appear below.

As indicated above, a copy of this letter and the investigative report is being provided to you (and your advisor if you have an advisor), the other party (and the other party's advisor, if the other party has an advisor), to the Hearing Officer and to university officials who have a need to know. You will be contacted by the Hearing Officer (_____) regarding scheduling of the hearing and any other procedural matters relevant to the hearing no later than (____) university business days/calendar days of the date of this letter.

Please advise if you have any questions.

Sincerely,

Signature of Investigator