

[Insert Date]

[ON LETTERHEAD – format to suit]

[Complainant's Name]

[Address]

[City, State, Zip]

Re: Title IX Investigation - Outcome

Dear [Complainant]:

As you are aware, the District received your complaint and conducted an investigation of a Title IX claim of [sexual harassment/sexually hostile work environment/quid pro quo/discrimination based on sex] based upon that complaint. I am writing to inform you that the investigation of your Title IX complaint has been completed.

Broadly stated, Title IX, and relatedly Title VII, protects employees from sexual harassment in the workplace. Further, Title IX and Title VII mandate that an employer has the obligation to enforce the protections and requirements under Title IX. Retaliation is also a prohibited response to an employee complaint under Title IX.

It is the overall conclusion of the investigation that there is insufficient evidence to sustain a finding that prohibited sexual harassment has occurred in such a manner as to constitute a violation of Title IX or Title VII. To the extent the final findings indicate or detail other conduct, if any, that was discovered through the course of the investigation and which falls outside of the scope of the ultimate determination under Title IX such as concerns regarding unprofessional conduct in the work place, the resolution of those matters are left to the District to determine the appropriate response calculated to end the offending behavior.

Ultimately, personnel matters addressed outside of the scope of Title IX are confidential employment matters so I cannot provide you any more information other than to assure you that the District always handles all employment matters appropriately under the District's policies, the law, and with regards to any relevant collective bargaining agreement. I do however want to thank you for taking the time to bring this matter to the District's attention. Please know that

you are protected from any retaliation under Title IX for your participation in this process and should you believe that any retaliation should occur, please report those matters to your supervisor immediately.

As a result of the findings and recommendations in this matter, the District considers the matter closed.

Sincerely,

[Name]
[and Title - Title IX Coordinator or Superintendent]

cc: Personnel File
Superintendent
Supervisor